



Wallingford Town Council

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2020-03-16 ba

10th March 2020

To: All Members of the Tourism and Economic Development Committee – Councillors Beatty; Davies; Hughes; McGregor; Rennie; Sinkinson and Wilder and The Mayor, Councillor Lee Upcraft; Mrs Sue Ross of The Town Information Centre and Mr Richard Prunier, Tourism Business and Community Manager (Voluntary)

Dear Member,

You are hereby summoned to attend a meeting of the Tourism and Economic Development Committee which is being held in the **Committee Room, 9 St Martin's Street** Wallingford, on Monday 16th March 2020 at 7pm for the transaction of business as set out on the agenda below.

Yours sincerely,

Town Clerk.

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the remainder of the 2019/2020 Municipal Year.

2. APOLOGIES

Apologies for absence will be received.

3. ADMISSION OF THE PUBLIC

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

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. VARIANCE OF ORDER OF BUSINESS

7. MINUTES

To sign as a correct record the Minutes of the Tourism and Economic Development Committee meeting held on the 2nd December 2019 as set out on pages 176 to 182 of the Minute Book, copies distributed to Councillors.

8. THE TOWN INFORMATION CENTRE

- (i) Update from the Town Clerk regarding staff.
- (ii) Mrs Ross of the Town Information Centre's Report is attached. Members have the opportunity to discuss the report.

9. MARKETS TOWN COORDINATOR (MTC)

- i) The Town Clerk to update members on work outstanding from the MTC's handover document.
- ii) The diary of events – The Tourism, Business & Community Development Manager, to discuss some ideas on this.

10. MARKETS

- i) Auditors Report – The Responsible Finance Officer in accordance with the auditor's report has requested that each stallholder of the Charter Market provide the Town Council with a copy of their insurance documents and a note of their contact details.
- ii) Young Traders' Market – The Tourism, Business and Community Manager to ask for approval to arrange a Young Traders' Market – **Resolution Required**

11. TOWN COUNCIL WEBSITE

The Town Clerk to provide an update.

12. BUSINESS FORUM

The Tourism, Business and Community Manager to provide an update.

13. CURRENT EVENTS

- i) Easter Egg Hunt - The Tourism, Business and Community Manager & The Events Manager to update on this event.
- ii) V.E. Day – The Tourism, Business and Community Manager & The Events Manager to update on this event.

14. REVIEW OF EXTERNAL RECENT EVENTS

Members to review recent events held in the town:

- Christmas Festival – 2nd December
- Pancake Race – 25th February
- Chiltern Art Festival – 29th February

15. FUTURE EVENTS

i) Members to discuss whether the Council should organise the following to guarantee their future,

- St George's Day
- Christmas Event

ii) Future booked events

- Car Rally – 10th May
- Band Concerts – 7th June, 21st June, 12th July and 16th August

16. FUTURE AGENDA ITEMS

Members to recommend items for future Agendas.

Distribution: Town Information Centre; Wallingford in Business and Notice boards.

ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAS MOBILITY DIFFICULTIES IS REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10AM ON FRIDAY 13TH MARCH 2020. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING.