



Wallingford Town Council

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2020-05-27 F&P ba

19th May 2020

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 virtual TEAMS meeting of the Finance and Properties Committee **on the Wednesday 27th May 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

A G E N D A

1. CHAIRMAN

- i) To confirm if the current Chair remains, or,
- ii) Election of new Chair if required.

Resolution required

2. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING

3. APOLOGIES

4. ADMISSION OF THE PUBLIC

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

Agenda item - 16 Confidential Minutes

Agenda item - 17 Decision taken by the Delegation Panel

Agenda item - 18 Aged Debtors

Agenda item - 19 Castle Lodge

5. 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).

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

Members of the public who wish to speak at this meeting must email the Town Clerk by 10am on Tuesday 26th May 2020.

Email: townclerk@wallingfordtowncouncil.gov.uk a link will then be provided to the virtual meeting.

7. VARIANCE OF ORDER OF BUSINESS

8. MINUTES

To sign as a correct record the Minutes of the Finance and Properties Meeting held on the 16th December 2019 set out on pages 188- 189 of the Minute Book, copy circulated to members.

Resolution required

9. QUARTER 3 ACCOUNTS

Please see attached.

Resolution required

10. BILLS SCHEDULES

Bills schedules for October, November and December 2019.

Resolution required

11. INTERNAL AUDIT REPORT

- i) To Receive the Internal Auditors report – Second Interim Visit 2019-20 dated 27th February 2020.

Recommendation required

- ii) To Review the Effectiveness of the Internal Audit.

Recommendation required

- iii) To discuss and action any recommendations of the Internal Audit – to note recommendations R1 and R2.

Recommendation required

12. CARD RECORDER / ELECTRONIC/CONTACTLESS PAYMENTS

To receive the Responsible Finance Officer's recommendations regarding a proposal to provide for electronic/contactless payments.

Resolution required

13. INSURANCE RENEWAL

The Responsible Finance Officer to provide an update. See attached schedule.

14. GRANT APPLICATIONS

Members to discuss the following Grant applications and to note that the total grant allocation for the 2020/2021 Municipal Year is £1,500.

- i) Home Start, Southern Oxfordshire - £500
- ii) Cleanslate - £500
- iii) Restore - (Awaiting additional paperwork)
- iv) Life Education Wessex & Thames Re Life Bus visit to St John's School - £300

15. FUTURE AGENDA ITEMS

16. CONFIDENTIAL MINUTES

To sign as a correct record the Confidential Minutes of the Finance and Properties Meeting held on the 16th December 2019 set out on page 190 of the Minute Book, copy circulated to members.

17. DECISIONS TAKEN BY THE DELEGATION PANEL -CONFIDENTIAL

Members to note the attached list of decisions relating to the Finance and Properties Committee made by the delegation panel prior to this meeting.

18. AGED DEBTORS - CONFIDENTIAL

The Responsible Finance Officer to provide an update.

19. CASTLE LODGE - CONFIDENTIAL

The Town Clerk/Responsible Finance Officer to provide an update.

Distribution: Town Council Website, Noticeboard and Press.

Any member of the public wishing to join the meeting should contact the Town Clerk by email: townclerk@wallingfordtowncouncil.gov.uk A link will be provided to the virtual meeting.

NON-CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.