



Wallingford Town Council

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2020-06-08 – Tourism-first ba

2<sup>nd</sup> June 2020

To: All Members of the Tourism and Economic Development Committee – Councillors Davies; Dolton, 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)

You are hereby summoned to attend a virtual TEAMS meeting of the Finance and Properties Committee **on Monday 8th June 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

AP Town Clerk.

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## AGENDA

### 1. ELECTION OF CHAIRMAN

To elect a Chairman for the 2020/2022 Municipal Year.

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

### **3. APOLOGIES**

Apologies for absence will be received.

### **4. ADMISSION OF THE PUBLIC**

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

### **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 – (Total 15 Minutes)**

Members of the public who wish to speak at this meeting must email the Town Clerk by 10am on Friday 5<sup>th</sup> June 2020.

Email: [townclerk@wallingfordtowncouncil.gov.uk](mailto: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 Tourism and Economic Development Committee meeting held on the 2<sup>nd</sup> December 2019 as set out on pages 176 to 182 of the Minute Book, copies distributed to Councillors.

### **9. MATTERS OUTSTANDING FROM PREVIOUS MINUTES**

i) **Minute 444 refers - £3,000 for Christmas Event** – Does the committee want to proceed with the following recommendation - It was Proposed by Councillor Hughes, Seconded by The Mayor, Lee Upcraft and RECOMMENDED: THAT the Town Council work with the Wallingford in Business Committee and put £3000 towards the event. The alternative being that the Town Council run the event themselves.

ii) **Minute 445 refers – Event Document** - Does the committee want to proceed with the following recommendation - It was Proposed by The Mayor, Lee Upcraft, Seconded by Councillor McGregor and RECOMMENDED: THAT the

Town Council put a budget of £1000 together for a document to be used by users of the Town venues. This money will come from General Reserves.

iii) **Minute 448 refers – Market Administration** – Mr Prunier to provide an update with regards to bringing the administration in house using the Rialtas system.

#### **10. THE TOWN INFORMATION CENTRE**

(i) Update from the Town Clerk regarding staff.

(ii) Opening of the Town Information Centre following lockdown.

(iii) Mrs Ross of the Town Information Centre's Report is attached.

Members have the opportunity to discuss the report.

#### **11. MARKET 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 briefly discuss some ideas on this.

#### **12. 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**

#### **13. TOWN COUNCIL WEBSITE**

The Town Clerk to provide an update.

#### **14. THE TOURISM, BUSINESS & COMMUNITY - TOURISM, BUSINESS & COMMUNITY DEVELOPMENT MANAGER UPDATE**

i) Wallingford Business Forum: an explanation as to what it is and why it deserves Council support

ii) Town signage and presentation

- iii) Communication output from Council; focussing on digital
- iv) The Town Centre; widening the debate

**15. FUTURE EVENTS**

Members to discuss.

**16. FUTURE AGENDA ITEMS**

Members to recommend items for future Agendas.

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](mailto:townclerk@wallingfordtowncouncil.gov.uk) A link will be provided to the virtual meeting.**

**NON-CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.**