

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Finance and Properties Committee Meeting held in the Council Offices,  
Wallingford on Monday 22<sup>nd</sup> October 2018

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P R E S E N T

The Mayor, Councillor Upcraft

Councillors Norton, Whelan and Wilder

The Chairman, Councillor Colin Dolton

The Town Clerk, Mrs Paula Lopez  
The Responsible Finance Officer, Mrs Jennipher Jeje

**293. APOLOGIES**

Apologies received from Councillors Beatty, Lloyd and Titchener.

**294. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Norton, Seconded by Councillor Whelan and

**RESOLVED:**

**THAT** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the public be excluded from the Meeting during consideration of the following items on the grounds that publicity would be prejudicial to the public's interest by reason of the confidential nature of the business to be transacted: -

Agenda Item 6 (iii) - Aged Debtors

**295. 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)

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

There were no members of the public present at the meeting

**297. MINUTES**

To sign as a correct record the Minutes of the Meeting held on the 6<sup>th</sup> August 2018 as set out on pages 72 – 77 of the Minute Book, copy previously circulated to members.

**Proposed by Councillor Upcraft, Seconded by Councillor Whelan**

**RESOLVED:**

**THAT** the Minutes of the Meeting held on the 6<sup>th</sup> August 2018 as set out on pages 72 - 77 of the Minute Book, copy previously circulated to members, copy attached to the Minute Book be signed as a correct record.

**298. THE RESPONSIBLE FINANCE OFFICER’S REPORTS**

Members of the Finance Committee thanked the Responsible Finance Officer, who is leaving the Town Council in November in order to progress her career, for all her work on the finances and in particular for making them easier to understand.

i) Bills Schedules for June, July and August 2018

**Proposed by Councillor Norton, Seconded by Councillor Wilder**

**RESOLVED**

**THAT** the schedule of bills paid in June, July and August 2018 be received and the action of The Responsible Finance Officer in paying same is confirmed.

ii) Quarter 2 Accounts

**Proposed by Councillor Wilder, Seconded by Councillor Upcraft**

**RESOLVED**

**THAT** the Quarter 2 Accounts ending the 30<sup>th</sup> September 2018, copy attached to the minute book be received and approved.

iii) Aged Debtors covered in confidential minutes

**299. THE EXTERNAL AUDIT/ANNUAL GOVERNANCE & ACCOUNTABILITY YEAR END 31.03.2018**

Members had received a copy of the External Audit and noted the feedback. The auditor’s recommendation “The council are to continue to review their procedures bearing in mind their responsibilities, under the Audit and Access Regulations 2015 for effective systems of internal control”. Members discussed and It was Proposed by Councillor Whelan, Seconded by Councillor Wilder and

**RECOMMENDED:**

**THAT** contents of the External Auditors report are noted and the recommendation is implemented.

**300. GRANTS APPLICATIONS 2018/2019**

Members had received a copy of the applications along with a spreadsheet relating to the grants awarded this financial year.

Members considered the following grant application:

i) Wallingford Business Partnership – Grant towards costs of St George’s Day Celebrations.

**Proposed by Councillor Norton, Seconded by Councillor Wilder**

**RESOLVED**

**THAT** a grant of £250 is awarded to the Wallingford Business Partnership to assist with the cost of the St George’s Day Celebrations which are planned for 2019.

ii) Be Free Young Carers – Request for funding support.

**Proposed by Councillor Norton, Seconded by Councillor Wilder**

**RESOLVED**

**THAT** a grant of £250 is awarded to the Be Free Carers to assist with their funding.

### **301. UPDATE ON REPLACEMENT RESPONSIBLE FINANCE OFFICER**

The Town Clerk updated Members on Jennipher Jeje’s replacement and that the new Responsible Finance Officer will be commencing work on the 5<sup>th</sup> November 2018.

### **302. TOWN HALL**

The Town Clerk updated members following a meeting with the conservation and planning Officers from the District Council. All repair work to the Town Hall will need Listed Consent and if any work/repairs is likely to alter the current look of the building then planning permission is also required. Both SODC officers stated that they would be sympathetic to alterations that where to allow disabled access and indeed consideration would be given to the inclusion of a glass stair lift to the external staircase which could open up grant funding and capital money as this would be an improvement. Councillors Dolton and Wilder agreed to assist the Town Clerk with this project. Members of the Finance Committee discussed and it was Proposed by Councillor Upcraft, Seconded by Councillor Wilder and **RECOMMENDED: THAT** Councillors Dolton and Wilder, working with the Town Clerk, lead a project to look at future options for usage and ownership of the Town Hall and establish what grant funding and/or capital money is available for any upgrading and alterations to the building.

### **303. FUTURE AGENDA ITEMS**

Adoption of Telephone Boxes  
Community building on the parks yard  
Draft Income and Strategy and Income Policy  
Spreading Treasury Stock  
Grants, as required  
Next year’s budget and charges  
Precept new housing 85 properties  
Investment into allotments

**CONFIDENTIAL MINUTES SEE PAGE 127**