



Wallingford Town Council

9 St Martin's Street
Wallingford
Oxfordshire
OX10 0AL

Tel: 01491 835373
Email: seniorofficer@wallingfordtowncouncil.gov.uk
Web: www.wallingford.co.uk

14th May 2019

2019-05-20 Council ba

To: All Members of Council

Dear Councillor,

You are hereby summoned to attend a meeting of Full Council **on the Monday 20th May 2019 at 7p.m in THE TOWN HALL, WALLINGFORD** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

AGENDA

1. APOLOGIES

Apologies for absence will be received.

2. ADMISSION OF THE PUBLIC

To consider whether members of the public should be excluded from the meeting.

Agenda Items 18(iv), 19, and 20 I e) and 20 II a), & b) and 21

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)

Mark Brett – Car Rally

5. APPOINTMENT OF DEPUTY MAYOR.

The Mayor will announce the appointment of the Deputy Mayor for the ensuing Municipal year. The Town Clerk will escort the Deputy Mayor and Consort to the front of the Chamber to receive their Badges of Office.

6. MAYORS COMMUNICATIONS

7. MINUTES

- i) To sign as a correct record the Minutes of the Meeting of Council held on the 11th March 2019 as set out on pages 245 - 254 of the Minute Book.
- ii) To sign as a correct record the Minutes of the Extraordinary Meeting of Council held on the 15th April 2019 as set out on pages 274 - 278 of the Minute Book.

8. TO ADOPT THE FOLLOWING MINUTES

To adopt the minutes of the following committee meeting held in 2018 and 2019, copies previously signed as a correct record and circulated to Councillors:

Personnel	28.11.18	Pages	167-171
Finance and Properties	19.11.18		159-161
Finance and Properties	04.02.19		215-220
Tourism and Economic Development	18.02.19		236-239
Planning	25.02.19		240-244
Planning	25.03.19		255-263

9. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

See attached.

- (i) **Committees – Attached - Any changes/additions to be resolved.**
- (ii) **Outside Bodies including Working Groups to include adding The Thames Run as a new Outside Body – Attached – Amendments to be adopted.**
- (iii) **Timetable of Meetings – Attached – Hard copies available on request.**

10. STANDING ORDERS

Councillors to review the Standing Orders and change if necessary, the number of Councillors appointed to the committees before adopting the attached Standing Orders

11. TERMS OF REFERENCE FOR FULL COUNCIL

Councillors to review and adopt the Terms of Reference for Full Council.

12. COUNTY/DISTRICT COUNCILLOR REPORTS

Councillors to consider the frequency and attendance of the County and District Councillors attending meetings.

13. TOWN COUNCIL'S INSURANCE.

Councillors to note that following a valuation of The Council's Town Plate the town council's insurance has been increased accordingly. The Town Council's insurance covers all insurable risks.

14. ALLOTMENTS

- i) **Site B allotments & Right of Way** – The Town Clerk to appraise Councillors.
- ii) **Allotment Charges** - Councillors to discuss the attached letter regarding allotment charges.

15. MEMORIAL PLAQUE REMOVED FROM THE REGAL CENTRE

Councillors to discuss and resolve a location/home for Ex Councillor Memorial Plaque (John "Sailor John" Beeton's memorial plaque.

16. BRING BANKS – GOLDSMITH LANE CAR PARK

Councillors to discuss the attached email regarding the proposed new site for the Bring/Recycling Banks in Goldsmith Lane Car Park.

17. MARKET PLACE

- i) **Ownership/Adoption** - The Town Clerk to appraise Councillors of the ownership and adoption of the Market Place in Wallingford.
- ii) **Future Use** – Implications of Ownership/Adoption on the future use of the Market Place.

18. REGAL CENTRE/WATTS CONTRACT

i) Update on Regal contract placement - Minute 656/04/2019 refers. Cllr Upcraft to recommend that Council proceed with individual appointments under the JCT terms, but that these will not be placed until the Regal Working Party has taken part in the proposed procurement workshop lead by ADP to confirm that the services are appropriate and complete.

Resolution required, if agreed, that if the Regal Working Party are satisfied that the proposed procurement workshop confirms that the identified services are appropriate and complete and that the terms of appointment make clear that Council reserves the right to terminate contracts at the end of RIBA Gate 3, that the Town Clerk be authorised to sign and seal contracts for the services previously approved by Full Council Minute Number 600/03/2019, necessary to deliver a building design as led by ADP as the Lead Designer.

ii) a) Additional Contracts – To advise Council that Watts have informed us that additional services need to be procured over and above those listed in the tender and cost breakdowns and approved work to RIBA3.

- Quantity Surveyor – (Quotes of £26,885, £39,250 & £40,375 via WATTS)
- Alternative Quote for Quantity Surveyor from ADP
- Site Survey – Councillors to approve to spend £3,890 on the site survey

b) **Resolution** required, if agreed, that if the Regal Working Party are satisfied that the proposed procurement workshop confirms that the identified services are appropriate and complete and that the terms of appointment make clear that Council reserves the right to

terminate contracts at the end of RIBA Gate 3, that the Town Clerk be authorised to sign and seal additional contracts for a quantity Surveyor and the ADP extra services and proceed with the site survey.

iii) Regal Centre – Councillors to discuss a name for the new community building.

iv) Update on ADP/Watts/WTC Relationship – **CONFIDENTIAL**

19. THE BOATHOUSE

The Town Clerk to appraise Council on the proposed terms of the lease to Pure Boats Councillors to approve, if appropriate, and resolve that the Town Clerk may sign and seal the licence.

20. RECOMMENDATIONS FROM COMMITTEES

I) FINANCE AND PROPERTIES COMMITTEE – Copy of Minutes attached – Councillors to resolve the following recommendations:

a) **Minute 628/04/2019**

Proposed by Councillor Lloyd, Seconded by Councillor Titchener

RECOMMENDED: THAT the contents of the internal auditor's report are satisfactory and the Council's internal control procedures are effective. The Internal Auditors recommendations to be actioned.

b) **Minute 629/04/2019**

Proposed by Councillor Lloyd and Seconded by Councillor Dolton

RECOMMENDED: THAT subject to changes discussed that the Investment Policy be adopted at Full Council.

c) **Minute 630/04/2019**

Proposed by Councillor Dolton and Seconded by Councillor Titchener

RECOMMENDED: THAT subject to changes discussed that the Financial Risk Assessment 2018/2019 be adopted at Full Council

d) **Minute 633/04/2019**

Proposed by Councillor Lloyd and Seconded by Councillor Titchener

RECOMMENDED: THAT the Responsible Finance Officer give notice on 31 days' notice account and 180-days' notice account. Any money not required from 180 days' notice account to be deposited in 31 days' notice account.

e) **Aged Debtors - Minute 637 12iv/04/2019 – CONFIDENTIAL – (See Attached Minutes-recommendation to be resolved)**

II) PERSONNEL COMMITTEE – Copy of Minutes attached – Councillors to resolve the following recommendations:

a) **Town Clerk's Hours - Minute 650/04/2019 - CONFIDENTIAL – (See Attached Minutes)**

b) **Apprentices - Minute 651/04/2019 - CONFIDENTIAL – (See Attached Minutes)**

21. 10 ST MARTIN'S STREET - CONFIDENTIAL

The Town Clerk to provide an update and Councillors to consider a request from the tenant.

22. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

To facilitate minute taking councillors are requested to email a copy in prior to the meeting.

23. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council Neighbourhood Plan County/District Councillors Site B and Infrastructure Sand and Gravel Site E and Infrastructure Promoting the Town Hall Telephone Boxes Air Quality Goldsmith Lane – One Way Beacon project Worker The Pond Policies – Training & Protocol		Rolling Rolling Rolling Rolling Rolling
Parks Castle ruins		
Tourism Markets Future High Street Fund		
Finance External Audit Requirements Commission Grants		
Personnel Full Evaluation of all job roles		
Planning		

Distribution: District and County Councillors; The Mayor's Chaplain The Reverend David Rice; Town Information Centre; Wallingford-in-Business; Wallingford Police; Press; Radio; Library; 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 10A.M. ON FRIDAY 17TH MAY 2019. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING. [NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.](#)