

**WALLINGFORD TOWN COUNCIL**

**MINUTES**

**of the**

**Virtual TEAMS meeting of Finance and Properties on 27<sup>th</sup> May 2020 at 7p.m**

**PRESENT**

The Mayor, Councillor Lee Upcraft

Councillors Beauchamp, Cattermole, Dolton, Kidley, Whelan and Wilder.

The Town Clerk, Mrs Paula Lopez  
Responsible Finance Officer, Michelle Taylor

The Town Clerk opened the meeting

**22. CHAIRMAN**

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

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

**RESOLVED: THAT** that the current Chairman, Councillor Dolton remains in office.

**23. TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**

Councillor Dolton went through the Protocol for the meeting.

**24. APOLOGIES**

Apologies were received from Councillors Beatty and McGregor

**25. ADMISSION OF THE PUBLIC**

It was Proposed by Councillor Beauchamp, Seconded by the Mayor 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 and that the papers relating to these items remain confidential 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 - 16 Confidential Minutes
- Agenda item - 17 Decision taken by the Delegation Panel
- Agenda item - 18 Aged Debtors
- Agenda item - 19 Castle Lodge

## **26. 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) Information for each Member was available at the meeting.

There were no declarations of interests.

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

There were no members of the public at the virtual meeting.

## **28. VARIATION OF ORDER OF BUSINESS**

There was no variation of order of business.

## **29. MINUTES**

It was Proposed by The Mayor, Seconded by Councillor Kidley and

**RESOLVED: THAT** the Minutes of Finance and Properties Meeting held on the 16<sup>th</sup> December 2019 set out on pages 188- 189 of the Minute Book, copy circulated to members be signed by the Chairman as a correct record.

## **30. QUARTER 3 ACCOUNTS**

Please see attached. The Responsible Finance Officer gave an overview of the accounts and clarified points for Members of the Finance and Properties Committee.

It was Proposed by The Mayor, Seconded by Councillor Dolton and

**RESOLVED: THAT** the Quarter 3 Accounts ending the 31<sup>st</sup> December 2019, copy attached to the Minute Book be received and approved.

### **31. BILLS SCHEDULES**

The Responsible Finance Officer went through the bills schedules for October, November and December 2019 page by page. It was Proposed by The Mayor, Seconded by Councillor Kidley and

**RESOLVED: THAT** the schedule of bills paid in September, October, November and December 2019 be received and the action of The Responsible Finance Officer in paying same is confirmed.

### **32. INTERNAL AUDIT REPORT**

- i) Members received the Internal Auditors report – Second Interim Visit 2019-20 dated 27<sup>th</sup> February 2020.
- ii) Members reviewed the effectiveness of the Internal Audit.
- iii) Members discussed the recommendations of the Internal Audit. The Responsible Finance Officer advised action on recommendations R1 and confirmed R2 is currently under review and the other recommendations are being actioned accordingly.

It was Proposed by The Mayor, Seconded by Councillor Whelan and

**RECOMMENDED: THAT** the contents of the internal auditor's report (i) are satisfactory and the Council's internal control procedures (ii) are effective. The Internal Auditors recommendations R1 and R2 (iii) to be actioned.

### **33. CARD RECORDER / ELECTRONIC/CONTACTLESS PAYMENTS**

The Responsible Finance Officer recommended that the Town Council should move towards electronic/contactless payments. Miss Taylor advised members that she had shopped around for the best provider for a card reader and recommended that Lloyds bank offered the best service and costs. A discussion took place in which the Members concluded that 2 units should be sourced, one for the Town Information Centre and one for the office. The office one can be used outside of the office for events and possibly for the collection of mooring fees prior to the contract with District Enforcement proceeding.

It was Proposed Councillor Wilder, Seconded by Councillor Dolton and

**RESOLVED: THAT** the Responsible Finance Officer proceeds with sourcing and setting up an electronic/contactless payments system for the Town Information Centre and the Town Office.

### **34. INSURANCE RENEWAL**

See attached schedule.

The Responsible Finance Officer reported that the Town Council's Insurance had been reviewed and renewed for one year with Zurich, the annual premium is £16,002.54 which was considered to be reasonable given that Wallingford Town Council had a large claim last year. The Mayor asked that the Responsible Finance Officer to check the rebuilding insurance cost with Zurich for the Regal and the Rec rooms as these are to be demolished.

### **35. GRANT APPLICATIONS**

Members discussed the following grant applications and noted 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

Following Members discussion it was Proposed by Councillor Dolton, Seconded by Councillor Kidley and

**RESOLVED: THAT** £250 each be awarded to Home Start, Cleanslate & Life Education Wessex & Thames Re Life Bus visit to St John's School. The award for Life Education Wessex & Thames Re Life Bus to be subject to a statement from St Johns School that they value the service and that it is likely to continue. No application was received from Restore so this application was deferred.

### **36. FUTURE AGENDA ITEMS**

- Review of accounts – (The Mayor asked that Responsible Finance Officer to revisit the spreadsheet regarding the likely loss of income/savings on expenditure in Q1 due to Covid-19).
- Regards to Audit Requirements to ensure we will have minute numbers for AGAR:
  - a) Internal audit to be resolved at Council
  - b) Approve unaudited accounts
  - c) Insurance review and confirmation that the policy has been renewed.
  - d) Financial Risk Assessment
  - e) Investment Policy
- Charges for use of electricity at events on Market Place and Kinecroft
- Grant applications

**Confidential Minutes on Pages 18 - 19**

**Meeting closed at 2024 Hours**