



Wallingford Town Council

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2020-07-20 F&P ba

15<sup>th</sup> July 2020

**To: All Members of the Finance and Properties Committee – Councillors Beatty, Beauchamp, Cattermole, Dolton, Kidley, 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 Monday 20<sup>th</sup> July 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

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## **A G E N D A**

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

**2. APOLOGIES**

The Town Clerk, (on leave)

**3. ADMISSION OF THE PUBLIC**

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

Agenda item – 17 Confidential minutes

Agenda item - 18 Aged debtors

**RESOLUTION REQUIRED**

#### **4. 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).

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

Members of the public who wish to speak at this meeting must email the Responsible Financial Officer by 10am on Friday 17<sup>th</sup> July 2020.

Email: [accounts@wallingfordtowncouncil.gov.uk](mailto:accounts@wallingfordtowncouncil.gov.uk) a link will then be provided to the virtual meeting.

#### **6. VARIANCE OF ORDER OF BUSINESS**

#### **7. MINUTES**

To sign as a correct record the Minutes of the Finance and Properties Meeting held on the 27<sup>th</sup> May 2020 set out on pages 14 - 18 of the Minute Book, copy circulated to members.

**RESOLUTION REQUIRED**

#### **8. QUARTER 4 ACCOUNTS**

Quarter 4 accounts sent out in advance of the meeting.

**RESOLUTION REQUIRED**

#### **9. BILLS SCHEDULES**

i) Bills schedules for January, February and March 2020.

**RESOLUTION REQUIRED**

ii) To note that the office has been purchasing various sizes of sanitising equipment, some for our own use with some being resold to businesses in Wallingford.

#### **10. Q1 ACCOUNTS**

The Responsible Finance Officer to update Members.

#### **11. AUDIT REQUIREMENTS FOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20**

Responsible Finance Officer to Report on the following:

**a) Internal Audit**

- i) To Receive the Internal Auditors report dated the 17.06.2020.
- ii) To Review the Effectiveness of the Internal Audit.
- iii) To discuss and action any recommendations of the Internal Audit

**RECOMMENDATIONS REQUIRED**

**b) To Receive and Approve the Unaudited Accounts for the 2019/2020 Financial Year**

The Responsible Finance Officer to seek approval for The Mayor and The Town Clerk to sign the accounts:

- i) Section 1 Annual Governance Statement 2019/2020
- ii) Section 2 Accounting Statements 2019/2020

**RECOMMENDATIONS REQUIRED**

- c) To note, the asset register has been updated over the last financial year.
- d) To note, 2019/2020 Insurance review had been undertaken and revised. The insurance policy has been renewed.
- e) 2020/2021 Financial Risk Assessment to be recommended for approval.

**RECOMMENDATION REQUIRED**

- f) 2020/2021 Investment Policy has been reviewed to be recommended for approval

**RECOMMENDATION REQUIRED**

**12. CHARGES FOR USE OF ELECTRICITY/WATER AT EVENTS ON MARKET PLACE AND KINECROFT**

The Responsible Finance Officer to report, members to be asked to consider charging events/hires for the use of utilities.

**RESOLUTION REQUIRED IF APPROPRIATE**

**13. 1B ST MARTIN'S STREET – WATER USE**

The Responsible Finance Officer to report on the use of the water by the parks staff and to consider refunding some charges to the tenant.

**RESOLUTION REQUIRED**

#### **14. GRANT APPLICATIONS**

a) Members to discuss the following grant applications and to note remaining grant allocation for the 2020/2021 Municipal Year is £750.00. (Applications sent out in advance of the meeting).

- i) Oxfordshire Association for the Blind
- ii) Sue Ryder

b) To note thank you letters/emails have been received from:

- i) Life Education Wessex & Thames Re Life Bus visit to St John's School
- ii) Homestart
- iii) Cleanslate

Total grants paid to date: £750.00

#### **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 27<sup>th</sup> May 2020 set out on page 19 of the Minute Book, copy circulated to members.

**RESOLUTION REQUIRED**

#### **17. AGED DEBTORS - CONFIDENTIAL**

The 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 Responsible Finance Officer by email: [accounts@wallingfordtowncouncil.gov.uk](mailto:accounts@wallingfordtowncouncil.gov.uk) A link will be provided to the virtual meeting.

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