



Wallingford Town Council

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5th August 2020

2020-08-10 Council pl/ba

To: All Members of Council

Dear Councillor,

You are hereby summoned to attend a virtual TEAMS meeting of Full Council **on the Monday 10th August 2020 at 7p.m** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

AGENDA

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

2. APOLOGIES

Apologies for absence will be received.

3. ADMISSION OF THE PUBLIC

To consider whether members of the public should be excluded from the meeting.
Agenda 27 – Fast Central Ltd

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 and all Councillors have received a copy prior to the meeting)

5. PUBLIC PARTICIPATION –NOTIFIED

Members of the public who wish to speak at this meeting must email the Town Clerk by 10am on Friday the 7th August 2020.

Email: townclerk@wallingfordtowncouncil.gov.uk a link will then be provided to the virtual meeting.

6. COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillors Roberts and Levy
County Councillor Pete Sudbury

7. VARIATION OF ORDER OF BUSINESS

8. MAYORS COMMUNICATIONS

- i) Andrew and Wilding Service – Format
- ii) Remembrance Service – Format
- iii) Cleaning of Signs
- iv) Wallingford Splash Park

9. MINUTES

- i) To sign as a correct record the Minutes of the Meeting of Council held on the 18th May 2020 as set out on pages 1 – 13 of the Minute Book.
 - ii) To sign as a correct record the Minutes of the Meeting of Council held on the 29th June 2020 as set out on pages 41 - 51 of the Minute Book.
- RESOLUTION REQUIRED.**

10. TO ADOPT THE FOLLOWING MINUTES

To adopt the minutes of the following committee meeting held in -2020, copies previously signed as a correct record and circulated to Councillors:

- Finance and Properties – 27th May 2020 pages 254 – 258.
- Planning – 15th June 2020 pages 33 - 40
Planning – 6th July 2020 pages 52 – 59
- Personnel – 2nd March 2020 pages 254 – 258
- Parks, Gardens, Allotments & Open Spaces 20th Jan 2020, pages 213 - 217

RESOLUTION REQUIRED.

11. TO RECEIVE A PETITION FROM MEMBERS OF THE PUBLIC AND CONSIDER A RESPONSE

This following the addresses from members of the public at the last meeting of Full Council concerning Cllr Cattermole. The petition sent to councillors in advance of the meeting.

12. COUNCILLOR RESIGNATION

The resignation was received from Councillor Leslie Rennie on 29th July 2020 to take place with immediate effect. The last day for the call for an election is 18th August 2020.

13. COMMITTEES

- i) Several vacancies exist on the following committees: Finance and Properties, Tourism and Economic Development, Parks, Gardens, Allotments and Open Spaces and Personnel.
Councillors to discuss and consider joining these.
- ii) To approve the new members of committees as discussed.

RESOLUTION REQUIRED

14. RECOMMENDATIONS FROM COMMITTEES

Finance and Properties 20th July 2020 – Councillors to resolve the following recommendations.

a) Internal Audit

Members were pleased with the internal auditor's report and considered that the internal audit was effective. Furthermore they were pleased to see that all recommendations in the report were being actioned.

It was Proposed by Councillor Dolton, Seconded by Councillor Beauchamp and

RECOMMENDED: THAT Members of the Finance and Properties Committee had received the internal auditor's report dated the 17.06.2020, reviewed it and considered the internal audit to be effective. Members were pleased to see that recommendations 1 to 7 were being actioned. Internal Audit ai) to iii) to be recommended for adoption at Full Council.

b) Unaudited Accounts for 2019/2020

Proposed by Councillor Whelan, Seconded by Councillor Kidley and

RECOMMENDED: THAT the unaudited 2019/2020 accounts are received and approved Section 1 – Annual Governance Statement 2019/2020 received, approved and that the Chairman (Mayor) and The Town Clerk are authorised to sign Section 1.

Section 2 Accounting statements 2019/2020 received, approved and the Responsible Finance Officer and the Chairman (Mayor) are authorised to sign Section 2 as a correct record.

c) 2020/2021 Financial Risk Assessment and 2020/2021 Investment Policy

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

RECOMMENDED: THAT 2020/2021 Financial Risk Assessment and 2020/2021 Investment Policy following Member's review must be amended to reflect what is a low risk investment, that no more than a certain percentage (to be determined) be invested with any one company and that both these changes are inserted prior to adoption at Full Council.

RESOLUTION REQUIRED ON THESE ITEMS

15. WALLINGFORD AND CHOLSEY TREE PLANTING GROUP

To receive a letter from Wallingford and Cholsey Tree Planting Group

i) Councillors to consider matching or adding to the group's funds for tree planting in Wallingford.

ii) Councillors to consider the group's application for Section 106 money,

RESOLUTION REQUIRED.

16. THE TOWN COUNCIL WEBSITE – ACCESSIBILITY

The Town Clerk to report on the work that Richard Prunier has completed and to ask for approval on the way forward to comply with the accessibility regulations, Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Date for compliance, 23rd September 2020.

- i) The current website is overly complicated, not user friendly and not in a standard code. The site has been tested and has 124 compliance issues. The current provider will not quote for the required changes and it is therefore recommended that a new website is purchased.
- ii) For practical reasons the new website should combine both the statutory items required as a Town Council and an element of tourism. This then requires only one hosting fee. Two options have been considered with a recommendation to use a 'templated' system (with modular properties) through companies specialising in the WCAG requirements which is much more user friendly.

- iii) The cost of the new website is in the region of £1500 - £1900 depending on our required complexity. Full report to follow.

RESOLUTION REQUIRED

17. WALLINGFORD BROCHURE

The Town Clerk to report on the work that Richard Prunier has completed on producing a draft Wallingford Tourism Assets and Filming Locations' brochure. Council to approve to proceed. Draft brochure which is to follow.

RESOLUTION REQUIRED

18. COVID RECOVERY PLANS FOR THE TOWN

Councillor Dolton and Richard Prunier to report.

19. SITE B ALLOTMENTS AND FOOTPATH WIDENING

i) The Town Clerk to report on the transfer of the allotments from the developer. The developer has advised that under the terms of the S106 agreement priority has to be given to the residents of the development for allocation of the plots. Council to consider whether they wish to proceed with the transfer under these conditions.

RESOLUTION REQUIRED

ii) Council to consider the Public Footpath and Creation agreement and plan from Oxfordshire County Council relating to the widening of Footpath 28 along the northern boundary of the allotments to the east of Fir Tree Avenue which are owned by Wallingford Town Council. Ex Councillor Adrian Lloyd had agreed on behalf of Wallingford Town Council to dedicate the additional width to enable development to take place at the Wallingford B Site off Calvin Thomas Way. The agreement has been sent to councillors in advance of the meeting.

RESOLUTION REQUIRED

iii) If approved Council to approve the signing and sealing of the agreement by the Town Clerk.

RESOLUTION REQUIRED

20. NEIGHBOURHOOD PLAN

The Mayor to provide an update.

21. SOUTH OXFORDSHIRE DISTRICT COUNCIL LOCAL PLAN

The Mayor to provide an update.

22. GYM AND OXFAM – USE OF THE CASTLE YARD CAR PARK

Councillor Dolton to report on his meeting with the two businesses to discuss a request to use the rear of the premises following lockdown. A trial has been in place for 2 weeks.

RESOLUTION REQUIRED IF APPROPRIATE

23. THE REGAL

The Mayor to provide an update.

24. PLANNING PERMISSION GRANTED FOR THE TOWN COUNCIL OFFICES

Following planning permission to develop the offices into two flats, Council to discuss and decide the way forward.

RESOLUTION REQUIRED

25. HISTORIC ASSET WORKING PARTY UPDATE

Councillors Keats- Rohan and Dolton to update Council on the work of this party to include the Heritage Asset Phasing of work report. Report to follow.

26. QUEENS AWARD FOR VOLUNTARY SERVICE (QAVS)

To consider nominating a voluntary group from Wallingford for this award.

RESOLUTION REQUIRED

27. FAST CENTRAL LTD – CONFIDENTIAL

The Town Clerk to report on the advice from our solicitor in respect of 10 St Martins Street. Councillors to discuss and approve the way forward. Email from the solicitor sent out in advance of the meeting.

RESOLUTION REQUIRED

28. FUTURE AGENDA ITEMS

See attached table.

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 A link will be provided to the virtual meeting.
NON-CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.**