



Wallingford Town Council

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10<sup>th</sup> November 2021

2021-11-10 Council - EP

**To: All Members of Council**

Dear Councillors,

You are hereby summoned to attend a meeting of Full Council on **Monday 15<sup>th</sup> November 2021 at 7p.m at Wallingford Town Hall** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk/ RFO

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**A G E N D A**

1. **THE CHAIRMAN TO ADVISE THOSE IN ATTENDANCE OF THE PROTOCOL FOR THE MEETING**  
Councillors to note the protocol for the meeting
2. **APOLOGIES**  
Apologies for absence will be received and accepted
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 and all Councillors have received a copy prior to the meeting)
4. **MAYOR'S COMMUNICATIONS**  
The Mayor to communicate any news to Council
5. **MINUTES**  
To resolve that the minutes from the meeting of Full Council on the 11<sup>th</sup> October 2021 as set out on pages 97-106 are a true and accurate record of that meeting, and authorise the Chairman to sign them (previously circulated to Councillors)

**RESOLUTION REQUIRED**

**6. PUBLIC PARTICIPATION**

From Wallingford Town Council's Standing Orders:

**E)** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

**F)** The period of time designated for public participation at a meeting in accordance with standing order 3(E) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

**G)** Subject to standing order 3(F) above, a member of the public shall not speak for more than 10 minutes.

Members of the public who wish to speak at this meeting please email the Senior Administrator at [senioradmin@wallingfordtowncouncil.gov.uk](mailto:senioradmin@wallingfordtowncouncil.gov.uk)

- Ms Kelsey Proctor from the Wigod Family Centre
- Candidates regarding co-option

**7. COUNCILLOR VACANCY**

Members to vote on appointing a new Member of Council by co-option

**RESOLUTION REQUIRED**

**8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Councillors to note the reports from County Councillor Peter Sudbury, and District Councillors George Levy and Sue Roberts

**9. ESTATES OPERATIONS REVIEW**

Estates Officer to provide an update

**10. RENAMING AND RESHUFFLE OF COMMITTEES**

Members to resolve that the Finance and Properties Committee becomes Finance and General Purposes Committee to allow the Parks, Gardens, Allotments and Open Spaces Committee to amalgamate Properties to become the Estates Committee; The Mayor, Councillor Harris to give an update

**11. VOLUNTEER GROUP**

Councillor Beauchamp to report on a potential volunteer event; members to decide whether to proceed with this as a Council event

**RESOLUTION REQUIRED**

**12. PUBLIC WORKS LOAN BOARD**

(i) The Estates Officer and Locum Clerk to report

(ii) Members to resolve to seek the Secretary of State's approval for the proposed borrowing from the Public Works Loan Board

**RESOLUTION REQUIRED**

**13. BAND CONCERTS**

Members to discuss the type of music appropriate for concerts in the Castle Gardens

14. **NOMINATIVE TRUSTEE FOR WALLINGFORD MUNICIPAL CHARITIES**  
To resolve that Mrs. E. Unsworth continue her role as the Nominative Trustee for the Wallingford Municipal Charities  
**RESOLUTION REQUIRED**
15. **CIVIL WAR RE-ENACTMENT**  
(i) Members to receive and note an update from the Senior Officer  
(ii) Members to discuss the first draft of the event contract
16. **SITE B ALLOTMENTS**  
The Town Clerk/RFO and Estates Officer to give an update
17. **COUNCILLOR INDUCTION GUIDE**  
As requested by Councillor Holder, Members to adopt and sign off on the Councillor Induction Guide previously circulated to Members  
**RESOLUTION REQUIRED**
18. **OXFORDSHIRE FIRE AND RESCUE CONSULTATION**  
Members to discuss the Oxfordshire Fire and Rescue Service's Community Risk Management Plan and decide on a response to submit to the consultation; previously circulated
19. **REINSTATEMENT COST ASSESSMENTS FOR BUILDING INSURANCE PURPOSES**  
Documents previously circulated  
**RESOLUTION REQUIRED**
20. **CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS 2015: CONSULTANT REQUIRED FOR ST. NICHOLAS COLLEGE PROJECT**  
Members to note the urgent Health and Safety costs to engage a CDM Consultant for the project to progress; Estates Officer to update Members  
**RESOLUTION REQUIRED**
21. **WAR MEMORIAL RAILINGS**  
Members to note the Estates Officer's report (previously circulated)
22. **CLIMATE EMERGENCY UPDATE**  
Climate Challenge Working Group report previously circulated; Members to note
23. **WALLINGFORD ACCESSIBLE BOAT CLUB**  
Councillor Whelan on behalf of the Wallingford Accessible Boat Club has requested that the Town Council moves to support the WABC in their application to moor their wheelchair-accessible boat at the upstream end of the Boat House forecourt from April-October inclusive in 2022 onwards  
**RESOLUTION REQUIRED**

**24. LOCUM TOWN CLERK CONTRACT**

Following the recommendation from the Personnel Committee meeting on the 8<sup>th</sup> November 2021, minuted at 332/21 on page 117, Members to resolve that the Locum Town Clerk contract will not be extended after the 30th November 2021. Members thanked The Locum Clerk for all the support given to both the Town Clerk and Councillors over the past six months

**RESOLUTION REQUIRED**

**25. STAFF ORGANISATIONAL CHART**

To adopt the newly amended staff organisational chart to include the Estates Officer in the capacity of the Parks Staff Line Manager, and the Finance Assistant

**RESOLUTION REQUIRED**

**26. FUTURE AGENDA ITEMS**

- Estates Portfolio review

Distribution: Town Council Website, Noticeboard

**Any member of the public wishing to attend the meeting should contact the Senior Administrator by email:**  
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