



Wallingford Town Council

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8<sup>th</sup> December 2021

2021-12-13 Council - EP

**To: All Members of Council**

Dear Councillors,

You are hereby summoned to attend a meeting of Full Council on **Monday 13<sup>th</sup> December 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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**AGENDA**

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
  - Councillor Cattermole
  - Councillor Holford
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 15<sup>th</sup> November 2021 as set out on pages 125-135 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)

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

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

8. **DRAFT ESTIMATES 2022/2023**

(i) Members to receive and approve the Draft Estimates for 2022/2023 as recommended by the Finance and Properties Committee from minute 395/21 below; estimates previously circulated:

"It was proposed by Councillor Holford, Seconded by Councillor Beatty and **RECOMMENDED THAT** Wallingford Town Council's amended draft estimates be put before Council on the 13th December for approval **THAT** the Wigod Centre's award will be raised to £30,000 from £20,000, £2,000 will be re-established for the Citizens Advice Bureau, £20,000 will be budgeted for going forward over the next five years for property maintenance, and the bad debt provisions will be reduced from £40,000 to £30,000 to reallocate £10,000 to the Wigod Centre increased monies as requested"

**RESOLUTION REQUIRED**

9. **PRECEPT**

Following adoption of the draft estimates, Councillors to confirm the Precept on South Oxfordshire District Council in the sum of £529,797.00 for the 2022/2023 financial year

**RESOLUTION REQUIRED**

10. **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; previously circulated

**RESOLUTION REQUIRED**

**11. 2022 TIMETABLE OF MEETINGS**

Members to approve the timetable of meetings for January- December 2022;  
previously circulated to Members

**RESOLUTION REQUIRED**

**12. APPOINTMENT TO COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES**

Members to resolve that Councillor Sue Hendrie may sit on the following Committees:

- Planning Committee
- Parks, Gardens, Allotments and Open Spaces Committee
- Personnel Committee

**RESOLUTION REQUIRED**

**13. PUBLIC WORKS LOAN BOARD**

The Town Clerk/RFO and Estates Officer to give an update

**14. CIVIL WAR RE-ENACTMENT**

The Senior Officer to give an update

**15. COUNCILLOR INDUCTION GUIDE**

Members to approve the amended version of the Councillor Induction Guide originally put forward by Councillor Holder

**RESOLUTION REQUIRED**

**16. DOG BINS**

Members to compare quotes for dog waste services at 18 locations within Wallingford and resolve whether to engage in a 2-year contract with the SHIELD Group; costings previously circulated

**RESOLUTION REQUIRED**

**17. CCTV UPGRADE UPDATE/ REPORT**

**(i)** Members to note and discuss the responses to their submitted questions (submitted after the meeting of Full Council on 11<sup>th</sup> October 2021)

**(ii)** The Senior Officer to provide the latest CCTV report

**18. AGATHA CHRISTIE STATUE AND MYSTERY TRAIL**

**(i)** The Estates Officer to give an update on additional insurance costs

**(ii)** Council to approve the use of Arts funding for the Agatha Christie project following the recommendation from Finance and Properties Committee on the 6<sup>th</sup> December 2021

**RESOLUTION REQUIRED**

**19. WALLINGFORD ACCESSIBLE BOAT CLUB UPDATE**

The Estates Officer to provide an update

**20. FUTURE AGENDA ITEMS**

- Community Governance Review- recommendation from Planning Committee
- Music in the Castle Gardens

- Community Emergency Plan
- **March/April 2022:** Estates Portfolio Review
- **May 2022:** Renaming and reshuffling of Committees to establish the Estates Committee

**21. EXCLUSION OF PRESS AND PUBLIC**

To resolve that due to the confidential nature of the items about to be transacted that the Press and Public are asked to leave the meeting

**RESOLUTION REQUIRED**

**22. CASTLE LODGE**

The Town Clerk/RFO to give an update following the recommendation from Finance and Properties on the 25<sup>th</sup> October 2021

**23. BOATHOUSE**

Estates Officer to report on the condition of the Boathouse riverside terrace

**24. PAY SCALES**

Council to approve an increase in pay scale for a part-time member of staff following the recommendation from Personnel Committee on the 8<sup>th</sup> November 2021

Distribution: Town Council Website, Noticeboard

**Any member of the public wishing to attend the meeting should contact the Senior Administrator by email:**  
[senioradmin@wallingfordtowncouncil.gov.uk](mailto:senioradmin@wallingfordtowncouncil.gov.uk)