

## WALLINGFORD TOWN COUNCIL

### MINUTES

of the



**Meeting of the Finance and Properties Committee on  
25<sup>th</sup> October 2021 at 7pm, Wallingford Town Hall**

**Those present:** The Mayor, Councillor Harris  
The Chairman, Councillor Holford

Councillors Beatty, Cattermole, Kidley, and Whelan

**In attendance:** The Town Clerk/ RFO, Miss M. Taylor  
The Estates Officer, Mr R. Workman  
The Senior Officer, Mrs T. Collins

**The meeting commenced at 7.00pm**

#### **301/21. CHAIRMAN TO ADVISE ATTENDEES OF THE PROTOCOL OF THE MEETING**

To advise attendees of meeting protocol

Members noted the meeting protocol

#### **302/21. APOLOGIES**

Apologies were received from Councillor Newcombe

#### **303/21. 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)

No interests were declared

#### **304/21. MINUTES**

To resolve that the minutes from the meeting of the Finance and Properties Committee held on the 20<sup>th</sup> September 2021 as set out on pages 78-82 in the minute book are a true and accurate record of that meeting, and authorise the Chairman to sign them:

It was proposed by Councillor Kidley, seconded by Councillor Whelan and **RESOLVED THAT** the minutes from the Finance and Properties Committee meeting on the 20<sup>th</sup> September 2021 as set out on pages on pages 78-82 are a true and accurate record of the meeting, and the Chairman is authorised to sign them

### **305/21.PUBLIC PARTICIPATION–NOTIFIED AND IMPROMPTU (Total 15 Minutes)**

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 Officer at: [senioradmin@wallingfordtowncouncil.gov.uk](mailto:senioradmin@wallingfordtowncouncil.gov.uk)

There were no members of the public present

### **306/21.QUARTER 2 ACCOUNTS**

Accounts were discussed and reviewed by Councillors.

It was proposed by Councillor Whelan, seconded by Councillor Cattermole and **RESOLVED THAT** the Quarter two accounts be approved and accepted

### **307/21.BILLS SCHEDULES**

Bills schedules for July, August and September 2021 were discussed and reviewed by Councillors.

The Mayor, Councillor Harris noted item 55. This was reimbursement to Cllr Holder for items he had bought himself not that he was paid for cleaning the Town Hall.

Cllr Beatty was concerned that a substantial amount of public art funding was part paid for a bench and noticeboard and requested to see the minutes of the decision made on this.

It was proposed by Councillor Holford, seconded by Councillor Kidley and **RESOLVED THAT** the Bills Schedules for July, August and September 2021 be approved and accepted

Members thanked the RFO for all her hard work on the Accounts and Bills Schedules

### **308/21.MUSEUM WINDOW UPDATE AND PROPERTY INSPECTION**

The Estates Officer reported that he had received quotes ranging from £4000 to £6500, this could be reduced significantly lower by replacing the sill rather than the whole window. Mr Workman added that the whole building will need to be looked at over the coming years.

It was proposed by Councillor Holford, seconded by Councillor Beatty and **RESOLVED THAT** The Estates Officer continue to get quotes and proceed with the most suitable quote up to a maximum of £2000 plus VAT

### **309/21.EPC REQUIREMENTS**

The Estates Officer informed Councillors that there were a number of properties in need of an EPC Review, as by 2023 properties would require a rating of minimum E on tenanted properties unless exempt, otherwise a fine would be introduced.

Members thanked the Estate Officer for his achievement in such a short time

### **310/21.PROPERTY RECOMMENDATIONS AND UPDATE**

The Estates Officer reported his initial findings on visiting the Council's properties, there are a number of recommendations on all the properties which should be reviewed depending on urgency and risk:

- EPC's and Quinquennial reports need to be undertaken
- Following the Health and Safety inspection, it has been noted that the benches in the market place should be bolted down; the Estates Officer will liaise with the Charter Market on the best position for these and process quickly
- There are a number of H&S requirements in the Parks Yard which are being dealt with
- There is an aim to open the Castle Gardens early November when the scaffolding is up
- The recreation rooms site is still being cleared, new safety fencing is being purchased
- Greenford have been notified to proceed with the work to stabilise the riverbank, this will be scheduled in the next 3/4 weeks but if not works may be carried out in March 2022

**Action: the Estates Officer to liaise with the Charter Market regarding bench positioning**

### **311/21.REVIEW THE TOWN COUNCIL'S CHARGES**

Members discussed the Town Council charges

**It was here that Councillor Whelan declared an interest in parking charges**

It was proposed by Councillor Kidley, seconded by Councillor Whelan and **RESOLVED THAT** Allotment fees be increased from £40 to £50 per full plot and £20 to £30per half plot respectively as of 1<sup>st</sup> April 2022

Winter Mooring fees will be reviewed and discussed at the next meeting and all other charges will remain the same for the next financial year (2022-23)

### **312/21.PUBLIC LIABILITY INSURANCE**

Town Clerk/RFO updated members on third parties having sufficient public liability cover. The current requirement is £10,000,000 but some groups want it to be set at £5,000,000. The Town Clerk/RFO discussed the complications and implications in reducing the Town Council expectations for event organisers. Councillor Cattermole suggested looking at Excess at Risk Insurance.

It was **RECOMMENDED** that the public liability expectation be kept at £10,000,000, to be discussed at Full Council

### **313/21.LEAFLETS**

Members to approve expenditure for 3000 Wallingford leaflets to go to the Cholsey and Wallingford Railway; quote previously circulated.

It was proposed by Councillor Cattermole, seconded by Councillor Beatty and **RESOLVED THAT** 5000 leaflets be printed and the remaining would to be used in the Town Information Centre

### **314/21.GRANT APPLICATIONS**

Members noted an application from Oxfordshire Association for the Blind but declined to award any monies on this occasion.

### **315/21.TELEPHONE BOX PERSPEX**

Members discussed the payment required to replace the Perspex in the telephone boxes.

It was proposed by Councillor Harris, seconded by Councillor Beatty and **RESOLVED THAT** the Perspex should be purchased.

### **316/21.HEALTH AND SAFETY**

Members noted necessary expenditure for:

- 25x herring-fence barriers- various construction works
- Red diesel storage and use- Parks Yard
- Waste disposal, various- Parks Yard
- HAVS equipment testing- Parks Yard

### **317/21.9 ST. MARTIN'S STREET**

Councillor Holford updated members that the remaining furniture in the old Council office's had either been given away on freecycle, would be allocated for storage or offered to an antique dealer to sell on WTC behalf. Any proceeds would go towards the Town Hall repairs.

### **318/21.REVIEW GRANT ALLOCATIONS WITHIN THE PRECEPT**

The Town Clerk reported that current grants allocated on an annual basis are:

- Wigod Centre £20,000
- C.A.B £2,000
- Youth Worker £20,340
- General £1500

It was noted that C.A.B may no longer be in Wallingford.

It was **RECOMMENDED** that the CAB grant be removed from the Precept in 2022-23

### **319/21.CHRISTMAS LIGHTS ON HIGH STREET**

The Estates Officer informed members that there would be some new Christmas lights in town this year as there is a budget of £3000 and that Merlin Lighting will be providing some additional festive decorations this year

### **320/21.FUTURE AGENDA ITEMS**

- Coopers' Piece land
- Investment review
- Property Review

### **321/21.EXCLUSION OF PRESS AND PUBLIC**

To resolve that due to the confidential items about to be transacted that Members of the public and press are asked to withdraw from the meeting

No Members of the Public were present

**CONFIDENTIAL MINUTES WILL CONTINUE ON PAGE 115**