

## WALLINGFORD TOWN COUNCIL

### MINUTES

of the

**Meeting of the Finance and Properties Committee on 20<sup>th</sup>  
September 2021 at 7PM, Wallingford Town Hall**



**Those present:** The Mayor, Councillor Harris  
Councillors Beatty, Cattermole, Kidley, Newcombe and Whelan

**In attendance:** The Town Clerk/ RFO, Miss M. Taylor  
The Administration Officer, Miss E. Perry

**The meeting commenced at 19:00 (7:00PM)**

#### **219/21. ELECTION OF A CHAIRMAN AND VICE CHAIRMAN**

To elect a Chair and Vice Chair for the 2021-2022 Municipal Year

It was proposed by Mayor Councillor Harris, seconded by Councillor Kidley and  
**RESOLVED THAT** Councillor Holford be elected as Chairman of the Finance and  
Properties Committee for the 2021-2022 Municipal Year.

It was proposed by Mayor Councillor Harris, seconded by Councillor Beatty and  
**RESOLVED THAT** Councillor Kidley be elected as Vice Chairman of the Finance and  
Properties Committee for the 2021-2022 Municipal Year

#### **220/21. CHAIRMAN TO ADVISE ATTENDEES OF THE PROTOCOL OF THE MEETING**

Councillor Kidley Chaired this meeting in Councillor Holford's absence; he advised  
attendees of meeting protocol and reminded all that hands must be raised before  
speaking, to avoid speaking over one another

#### **221/21. APOLOGIES**

Apologies for absence to be received:

Apologies were received from Councillors Beauchamp and Holford.  
Councillor Wilder was not in attendance

#### **222/21. 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).

There were no declarations of interest

#### **223/21. MINUTES**

To resolve that the minutes from the meeting of the Finance and Properties Committee held on the 8<sup>th</sup> February 2021 as set out on pages 267 -272 in the minute book are a true and accurate record of that meeting, and authorise the Chairman to sign them as such.

It was proposed by Mayor Councillor Harris, seconded by Councillor Whelan and **RESOLVED THAT** the minutes from the meeting of the Finance and Properties Committee held on the 8th February 2021 as set out on pages 267 -272 in the minute book are a true and accurate record of that meeting, and the Chairman is authorised to sign them as such

#### **224/21. PUBLIC PARTICIPATION–NOTIFIED AND IMPROMPTU (Total 15 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

#### **225/21. FINANCE AND PROPERTIES COMMITTEE**

Members to discuss F&P becoming Finance and General Purposes Committee:

Mayor Councillor Harris reported to Council the benefits that would come from merging Parks, Gardens, Allotments and Open Spaces with the Properties element of this Committee to become 'Estates Committee', working closely with the new Estates Officer. Once this change has been made, this Finance and Properties Committee will become 'Finance and General Purposes Committee'.

It was proposed by Mayor Councillor Harris, seconded by Councillor Beatty and **RESOLVED THAT** this Committee puts forward to Full Council the recommendation of incorporating Properties into Parks, Gardens, Allotments and Open Spaces to become the 'Estates Committee', to thus enable Finance and Properties to become the 'Finance and General Purposes Committee'

#### **226/21. QUARTER 4 & 1 ACCOUNTS**

Attachments previously circulated to Members:

The Town Clerk/RFO reported that the Aged Debtors that were circulated to Members will be deferred to Full Council on the 11<sup>th</sup> October.

Members reviewed the Quarter 4 and 1 Accounts which had been sent out in advance of the meeting.

It was proposed by Councillor Beatty, seconded by Councillor Newcombe and **RESOLVED THAT** the Quarter 4 Accounts ending 31<sup>st</sup> March 2021 and Quarter 1 Accounts ending 30<sup>th</sup> June 2021 (copy attached to the Minute Book) be received and approved

#### **227/21. BILLS SCHEDULES**

Bills schedules for January, February and March, April, May and June 2021:

Members discussed the Bills Schedules for January, February, March, April, May and June 2021 which had been sent out in advance of the meeting. The Town Clerk/RFO answered questions from Councillors Cattermole, Whelan, Newcombe, and Mayor Councillor Harris.

It was proposed by Councillor Cattermole, seconded by Councillor Newcombe and **RESOLVED THAT** the Bill Schedules for January, February, March, April, May and June 2021 be received and the action of the Town Clerk/ RFO in paying same is confirmed

#### **228/21. THE EXTERNAL AUDIT/ANNUAL GOVERNANCE & ACCOUNTABILITY YEAR END 31<sup>ST</sup> MARCH 2021**

Council to note the conclusion of the final accounts (attached):

The Town Clerk/RFO reported that this item is deferred to Full Council on the 11<sup>th</sup> October 2021 as the external audit has not yet been received by the Office

#### **229/21. INTERNAL AUDIT REPORT**

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

The Town Clerk/RFO had sent out all documents in advance for the meeting but Members had the documents in front of them to read and discuss.

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 Mayor Councillor Harris, seconded by Councillor Newcombe and **RESOLVED THAT** the Members of the Finance and Properties Committee had received the internal auditor's report dated the 15<sup>th</sup> September 2021, reviewed it and considered the internal audit to be effective. Members were pleased to see that recommendations 1-4 were being actioned. Internal Audit Report to be recommended for adoption at Full Council

Members thanked the Town Clerk/RFO for all of her work

#### **230/21. PUBLIC LOAN**

Members to discuss applying for a Public Loan to support Capital Projects:

It was proposed by Mayor Councillor Harris, seconded by Councillor Beatty and **RESOLVED THAT** this Committee puts forward the recommendation to Full Council of discussing the possibility of applying a Public Loan

**Here Mayor Councillor Harris requested that Agenda Item 14: 9 St. Martin's Street be heard before Item 13: Approve a Contractor for the Museum Window**

**231/21. 9 ST MARTIN'S STREET**

i) Members to discuss options for contents of old office and approve funding for storage:

It was **RECOMMENDED THAT** the Town Clerk/RFO Chairman and Vice Chair take stock of the furniture left in the 9 St. Martin's Street Offices, and a decision is made regarding what to keep, sell, donate or discard as relevant to the Council's needs.

ii) Members to discuss the appointment of a professional body to review the options for 9 St Martin's Street:

Mayor Councillor Harris presented to Members the possibility of appointing a professional body to explore the options of developing flats within 9 St. Martin's Street to sell as residential properties, or developing into flats and renting out to tenants with the Council as the Landlord.

The Town Clerk/RFO here reminded Members that it is minuted from the Meeting of Full Council on the 6th January 2021 at number 495 on page 201 of the Minute Book that:

*"It was Proposed by Councillor Hughes, Seconded by Councillor Beatty and **RESOLVED: THAT** the Town Council Office at 9 St Martin's Street be sold to fund other projects."*

It was proposed by Mayor Councillor Harris, seconded by Councillor Beatty and **RESOLVED THAT** this item be deferred back to the next meeting of Full Council for further discussion

**20:10 (8:10PM) It was here that Mayor Councillor Harris left the meeting**

**232/21. APPROVE A CONTRACTOR FOR THE MUSEUM WINDOW**

Quotes previously circulated:

The Town Clerk/RFO reminded Members that the final decision should not be made based on the lowest quote; Members should consider the option most appropriate to fit the circumstance.

It was **RESOLVED THAT** this item be deferred to a Future Agenda Item

**Action: Councillor Kidley to investigate local works done by Elm Tree Joinery, and the Vacuum Insulated Glazing at 12 Squires' Walk to assess for suitability in this instance**

**233/21. GRANT APPLICATIONS**

Members to discuss the following Grant applications and to note that the total grant allocation for the 2021-2022 Municipal Year is £1,500

- (i) Oxfordshire Association for the Blind
- (ii) Cholsey Parish Council Community Support Drop-In Service

It was proposed by Councillor Beatty, seconded by Councillor Whelan and **RESOLVED THAT** Cholsey Parish Council Community Support Drop-In Service's application is denied, and that the Oxfordshire Association for the Blind's application is deferred to be revisited when sufficient Supporting Evidence has been received regarding the help that specifically the Residents of Wallingford receive

**Action: The Administration Officer to contact Oxfordshire Association of the Blind for supporting evidence mentioned above**

**234/21. FUTURE AGENDA ITEMS**

Members to consider any future agenda items:

- Oxfordshire Association for the Blind grant application
- Grant Allocations to be reviewed within the Precept
- Regal Centre update
- Investment review

**235/21. 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

It was proposed by Councillor Newcombe, seconded by Councillor Whelan and **RESOLVED THAT** due to the confidential items about to be transacted that Members of the public and press are asked to withdraw from the meeting

**236/21. THE REGAL**

Councillor Newcombe to give an update:

This item is deferred to a Future Agenda Item for discussion at Full Council on 11<sup>th</sup> October 2021 when more information is available

**The meeting ended at 20:40 (8:40PM)**