



Wallingford Town Council

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9th February 2022

2022-02-09 Full Council - EP

To: All Members of Council

Dear Councillors,

You are hereby summoned to attend a meeting of Full Council on **Monday 14th February 2022, 7.00pm at Wallingford Town Hall** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk/ RFO

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
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:
- Annual election of the Mayor is almost nigh
5. **MINUTES**
To resolve that the minutes from the meeting of Full Council on the 13th December 2021 as set out on pages 146-154 are a true and accurate record of that meeting, and authorise the Chairman to sign them (previously circulated to Councillors)

RESOLUTION REQUIRED

6. ACTIONS FROM PREVIOUS MEETING

Members to review progress on the following actions generated by the last Full Council meeting on the 10th January 2022 (action list previously circulated):

- **The Local Government Officer:** to update the minutes from 13th December
- **The Town Clerk/RFO:** to update the Financial Risk Assessment
- **Councillor Holder:** to update the PowerPoint previously circulated to show the Chairs of the Working Parties
- **Councillor Whelan:** to forward across the document for the Wallingford Beach to the Town Clerk/RFO
- **The Senior Officer:** to advertise the Tourism role as soon as possible
- **The Local Government Officer:** to submit Council's comments regarding the Community Governance Review
- **The Town Clerk/RFO:** to approve the Unilateral Undertaking document and proceed
- **Councillor Lester:** to report back to Full Council on the Queen's Jubilee celebrations as a rolling future agenda item
- **Councillor Whelan:** to report back to Full Council on 14th February regarding a response from Greene King regarding the Accessible Boat Club
- **The Estates Officer and Town Clerk/RFO:** to report back to Full Council regarding costings and options enabling the Castle Gardens to be reopened as soon as possible after March

7. PUBLIC PARTICIPATION (NOTIFIED)

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

8. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

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

9. INTERNAL AUDIT REPORT

To be adopted by Full Council as recommended by the Finance and Properties Committee on the 31st January 2022 at minutes 541/21 (i), (ii), and (iii)

RESOLUTION REQUIRED

10. AMENDMENTS TO 2022 CALENDAR

Members to approve the following amendments to the 2022 calendar (previously circulated):

- Add Remembrance Sunday and the Andrew & Wilding Memorial
- Switch the Bull Croft Trust & Planning Committee meetings in March
- Move the AGAR forward from F&P on the 27th June to Full Council on the 20th June

RESOLUTION REQUIRED

11. KEEP BRITAIN TIDY

Members to note:

(i) The date for the Wallingford Litter Pick: the 12th March 2022, 8.00AM-1.00PM; full details available on the Wallingford 1155 website

(ii) The Great British Spring Clean initiative takes place between 5th March and 10th April 2022

12. FLAG SCHEDULE

Members to approve the proposed 2022 flag schedule; previously circulated

RESOLUTION REQUIRED

13. EPC UPDATE

The Estates Officer to give an update; supporting document previously circulated

14. COMMITTEE STRUCTURE AND WORKING PARTIES

Members to approve the Committee and Working Party Structure

RESOLUTION REQUIRED

15. MICHAELMAS FAIR 2022

Councillor Holder to report on the Charter and how to move forward

RESOLUTION REQUIRED

16. PUBLIC LIABILITY THRESHOLDS FOR EVENTS BASED ON RISK

The Town Clerk and Estates Officer to give an update

RESOLUTION REQUIRED

17. JUBILEE UPDATE

Councillor Lester to give an update

18. QUEENS CANOPY UPDATE

The Estates Officer to give an update on the type of tree(s) to be planted

19. VISIT FROM LUXEIL-LE-BAINS FOR THE QUEEN'S JUBILEE

Councillor Holder to give an update; Members to discuss

20. CIVIL WAR RE-ENACTMENT

The Senior Officer to give an update; Members to discuss potential new dates for the Civil War Re-enactment. Relevant correspondence previously circulated

21. WALLINGFORD ACCESSIBLE BOAT CLUB

Councillor Whelan to give an update with regards to the agreement between Wallingford Town Council, the Wallingford Accessible Boat Club, and Greene King

22. CASTLE GARDENS UPDATE

(i) The Town Clerk/RFO and Estates Officer to update Members on plans to open the Castle Gardens by April

(ii) Members to discuss provisional expenditure of £5,000 to be agreed as a contingency

RESOLUTION REQUIRED

23. WIGOD WAY WALLINGFORD FAMILY CENTRE SERVICE LEVEL AGREEMENT AND LEASE RENEWAL

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

24. RECOMMENDATIONS FROM COMMITTEES

Members to resolve the following recommendations from the Council's Committees:

A) From the meeting of the Parks, Gardens, Allotments and Open Spaces Committee on the 24th January 2022 (relevant minutes previously circulated):

(i) To approve the allotment agreement between Wallingford Town Council and Highcroft (Estates Officer has previously circulated the supporting documents) and to approve the use of the Town Seal on the signed agreement

RESOLUTION REQUIRED

B) From the meeting of the Finance and Properties Committee on the 31st January 2022 (relevant minutes previously circulated):

(i) Castle Yard Car Park bollards and annual charge increase

RESOLUTION REQUIRED

C) From the meeting of the Planning Committee on the 7th February 2022 (relevant minutes previously circulated):

(i) The response to South and Vale's draft Joint Design Guide

RESOLUTION REQUIRED

(ii) The Wallingford Neighbourhood Plan monitoring template; Councillor Hendrie to give an update

RESOLUTION REQUIRED

25. RECOMMENDATION FROM THE BULL CROFT TRUST

Following the recommendation from the Bull Croft Trust on the 17th January 2022, Members to resolve that the Bull Croft Trust may spend in the region of £25,000 - £30,000 on professional fees, using £14,000 of CIL money initially

RESOLUTION REQUIRED

26. FUTURE AGENDA ITEMS

- Staff team building/volunteer days
- Music in the Castle Gardens

- Community Emergency Plan
- Reinstatement insurance quotes
- Market Place poles
- Triangle space adjacent to Kinecroft
- Councillor Beatty to report back after liaison with the Arts and Development Officer
- Update on Committees and Outside Bodies
- **March/April 2022:** Estates Portfolio Review
- **May 2022:** Renaming and reshuffling of Committees to establish the Estates Committee

27. EXCLUSION OF PRESS AND PUBLIC

Members to resolve that due to the confidential nature of the items about to be transacted that members of the press and public are asked to leave the meeting

RESOLUTION REQUIRED

28. CONFIDENTIAL RECOMMENDATIONS FROM COMMITTEES

Members to resolve the following recommendations made during confidential sessions:

A) From the meeting of the Finance and Properties Committee on the 31st January 2022 (confidential minutes previously circulated):

(i) The fee for the Castle Motte industrial clearance

RESOLUTION REQUIRED

(ii) The increase in legal fees for 9-10 St. Martin's Street and the Regal Centre

RESOLUTION REQUIRED

(iii) The cap on fees for processes at Castle Lodge

RESOLUTION REQUIRED

29. WALLINGFORD NEIGHBOURHOOD PLAN EXPENSES

As confidentially minuted at number 606 on page 253 of the 2018-2019 minute book and then resolved again at minute 778 on page 346 of the 2020-2021 minute book, Members to note payment of an agreed sum to the three Steering Group Members after a delay following the referendum; minutes previously circulated

30. STAFFING

(i) Members to note that the Full-Time Local Government Officer has left her post, to discuss a recruitment process going forward and to agree a budget for the role

RECOMMENDATION REQUIRED

(ii) Members to note that the Parks Foreman plans to retire

(iii) Members to approve the Part-Time Local Government Officer moving to full-time hours

RESOLUTION REQUIRED

(iv) The Town Clerk/RFO to give an update on the Weekend Parks Groundsman

31. PUREBOATING

Members to approve the use of the Town Seal on the renewed lease; previously circulated
RESOLUTION REQUIRED

32. ENGROSSMENT

Council to approve the use of the Town Seal on an Engrossment (draft previously circulated to Members)

RESOLUTION REQUIRED

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