



Wallingford Town Council

8A Castle Street  
Wallingford  
Oxfordshire  
OX10 8DL

Tel: 01491 835373  
Email: [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)  
Web: [www.wallingford.co.uk](http://www.wallingford.co.uk)

**To the Members of the Finance and Properties Committee**

Councillor Steve Beatty  
Councillor Dan Beauchamp  
Councillor Giles Cattermole  
Councillor Claire Holford (Chairman)  
Councillor Katharine Keats-Rohan  
Councillor Mike Kidley (Vice-Chairman)  
Councillor George Newcombe  
Councillor Deborah Whelan

The Mayor, Councillor Marcus Harris (ex-officio)

11 January 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Finance and Properties Committee** on **Monday, 16 January 2023 at 7.45 pm** in **Wallingford Town Hall** for the transaction of business as set out on the attached agenda. This meeting will follow the Extraordinary meeting of the Full Council which starts at 7.00 pm.

Apologies for the meeting should be sent to [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk & Responsible Finance Officer

**MEETING OF THE FINANCE AND PROPERTIES COMMITTEE  
MONDAY, 16 JANUARY 2023, 7.45 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     MEETING PROTOCOL**

The Chairman to advise those present of the meeting protocols that will be followed

**2     APOLOGIES**

To receive apologies for absence

**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 at the meeting and all councillors have received a copy prior to the meeting.

**4     MINUTES**

To approve the minutes of the meeting of the Finance and Properties Committee held on 5 December 2022 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**5     ACTIONS FROM PREVIOUS MEETING [public] [see also agenda item 15]**

To review the progress on public actions agreed at the last meeting

- DOCUMENT ATTACHED

**6     PUBLIC PARTICIPATION**

To hear from members of the public on any matter on the agenda

We welcome members of the public at our meetings. A total of 15 minutes has been set aside for this. The maximum length for an individual contribution is 10 minutes and is at the discretion of the Chairman.

Members of the public who wish to speak at this meeting should email the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

**7 BILL SCHEDULE**

To approve the bill schedule for November 2022

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**8 QUARTER 2 ACCOUNTS FOR 2022-2023**

To approve the Quarter 2 accounts for the current financial year

- DOCUMENT TO FOLLOW
- RESOLUTION REQUIRED

**9 INTERNAL AUDIT FOR 2021-2022**

(a) To receive the Internal Auditor's report

- DOCUMENT TO FOLLOW
- RECOMMENDATION REQUIRED

(b) To review the effectiveness of the Internal Audit

- RECOMMENDATION REQUIRED

(c) To discuss and action any recommendations of the Internal Audit

- RECOMMENDATION REQUIRED

**10 GRANT APPLICATION – RAF BENSON PLAY & ACTIVITY DAY**

To consider a grant application by the Oxfordshire Play Association for the RAF Benson Play & Activity Day

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**11 GRANT-FUNDING OPPORTUNITIES**

The Town Council's new Grants Officer, Jo Emerson, to outline the opportunities for grant-funding and the need and process for prioritisation.

**12 PROPOSED HIRE CHARGES FOR THE TOWN HALL**

To approve new hire charges for the Town Hall to increase its use by the community

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**13     FUTURE AGENDA ITEMS**

To identify items for future meetings

**14     EXCLUSION OF PRESS AND PUBLIC**

To resolve that the press and public be excluded from the meeting due to the confidential nature of business to be transacted

- RESOLUTION REQUIRED

**15     ACTIONS FROM PREVIOUS MEETING [confidential]**

To review progress on confidential actions agreed at previous meetings

**16     INDIVIDUAL PROPERTY UPDATE**

To receive an update and consider matters relating to a property owned by the Town Council

**The quorum for the Finance and Properties Committee is 4**

**The next meeting of the Finance and Properties Committee will be held on Monday, 17 April 2023**

**Distribution: Town Council website and Town Hall noticeboard**

**Non-confidential supporting documents may be made available upon request.**

**We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact the Meetings Officer in advance by emailing [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)**