



Wallingford Town Council

**MINUTES
of a meeting of the
FINANCE AND PROPERTIES
COMMITTEE**

**held on Monday 16 January 2023 at 7.45 pm
in Wallingford Town Hall**

Present

Members: Cllr Steve Beatty
Cllr Dan Beauchamp
Cllr Marcus Harris (The Mayor)
Cllr Claire Holford (Chairperson)
Cllr Katharine Keats-Rohan
Cllr Mike Kidley
Cllr Deborah Whelan

Officers: Michelle Taylor, Town Clerk & Responsible Finance Officer
Jo Emmerson, Grants Officer
Andrea Lockie, Assistant Finance Officer
Luke Whitcomb, Meetings Officer

Others: 0 members of the public
0 members of the press

508/22 MEETING PROTOCOL

The Chairman explained the protocol that would be followed in conducting the meeting

509/22 APOLOGIES

Apologies were received from Councillor Newcombe.

Councillor Cattermole did not attend.

510/22 DECLARATION OF INTERESTS

No interests were declared.

511/22

MINUTES

It was proposed by Councillor Holford, and seconded by Councillor Beatty, and

RESOLVED that the minutes of the meeting of the Finance and Properties Committee held on 5 December 2022 be approved as a correct record and the Chairman is authorised to sign them, and the Full Council be **RECOMMENDED** to increase the quorum for this Committee from 4 to 6 Members

512/22

ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on public actions agreed at previous meetings. Most had been completed and the remaining others were in progress or would be considered at this meeting.

513/22

PUBLIC PARTICIPATION

No members of the public attended.

514/22

BILL SCHEDULE

It was proposed by Councillor Kidley, and seconded by Councillor Whelan, and

RESOLVED that subject to one amendment relating to Line 48 which should read '8A Castle Street offices', the Bill Schedule for November 2022 be approved

515/22

QUARTER 2 ACCOUNTS FOR 2022-2023

These would be deferred to the next meeting

516/22

INTERNAL AUDIT FOR 2021-2022

It was proposed by Councillor Harris, and seconded by Councillor Keats-Rohan, and

RECOMMENDED

- (a) that the Internal Auditor's Report for 2021-2022 be received;
- (b) that the effectiveness of the Internal Audit for 2021-22 be confirmed;
- (c) that it be noted that no further action had been recommended by the Internal Auditor

The Town Clerk and Responsible Finance Officer was thanked and congratulated for her work in managing the Council's finances.

517/22

GRANT APPLICATION – RAF BENSON PLAY & ACTIVITY DAY

The Committee considered a grant application from Oxfordshire Play Association.

It was proposed by Councillor Whelan, and seconded by Councillor Kidley, and

RESOLVED that the application be declined with regret due to the need to focus on Wallingford residents

Action:

Office to respond to the Oxfordshire Play Association

518/22

GRANT-FUNDING OPPORTUNITIES

The Town Council's new Grants Officer, Jo Emmerson, outlined the opportunities for grant funding, particularly from Section 106 monies and the Community Infrastructure Levy (CIL). She indicated the amounts available from the Public Arts Fund and for The Regal and the Bull Croft.

The Committee confirmed that the priorities should be for the Town Hall, The Regal and the Bull Croft. However the Grants Officer would be working to support other areas including the Wigod Family Centre and the Estates Team. She had also received information on grant money available from Thames Valley Police for the prevention of crime.

Councillor Holford encouraged the Grants Officer to find opportunities that the Council would not have normally been aware of.

Action:

Grants Officer to meet with Councillor Hughes who is leading on the Council's CIL strategy

519/22

PROPOSED HIRE CHARGES FOR THE TOWN HALL

The Council considered a proposal by the Community, Business and Tourism Development Officer to increase the use of the Town Hall by the community.

It was proposed by Councillor Beatty, and seconded by Councillor Whelan, and

RECOMMENDED

(a) that the concessional hire charge to be lowered to £15 per hour (from £30 per hour + VAT);

- (b) the two-hour hire charge period for weddings be raised from £475 + VAT to £495 + VAT; residents of the Parish of Wallingford who book the Town Hall for their wedding be entitled to a £20 discount
- (c) a drinks reception option for £250 + VAT to be added back into the booking page on the website, as well as a separate fee of £15 + VAT per hour for each additional staff member required.

520/22 FUTURE AGENDA ITEMS

No further items were identified for future meetings other than those contained within the Action Log.

521/22 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Holford, and seconded by Councillor Beauchamp, and

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

No members of the press or public were present.

The meeting ended at 8.30 pm

Minutes of the meeting of the
Finance and Properties Committee
held on
16 January 2023,
signed as a correct record

Chairman

2022-01-16 FIN minutes PUBLIC