



Wallingford Town Council

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

Councillor Steve Beatty  
Councillor Mahmood Ebrahimjee  
Councillor Paul Gibbon  
Councillor Marcus Harris  
Councillor Claire Holford  
Councillor Mark Hoskins  
Councillor Nigel Hughes  
Councillor Katharine Keats-Rohan

The Mayor, Councillor Daniel Beauchamp (ex-officio)

14 June 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Finance and Properties Committee** on **Monday, 19 June 2023 at 7.00 pm** in **Wallingford Town Hall** for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to Luke Whitcomb, Meetings Officer,  
[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, 19 JUNE 2023, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     ELECTION OF CHAIRMAN**

To elect a Chairman for the 2023-2024 Municipal Year

**2     ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman for the 2023-2024 Municipal Year

**3     MEETING PROTOCOL**

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

**4     APOLOGIES**

To receive apologies for absence

**5     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.

**6     MINUTES**

To approve the minutes of the meeting of the Finance and Properties Committee held on 16 January 2023 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

The meeting scheduled for 17 April 2023 did not go ahead.

**7      ACTIONS FROM PREVIOUS MEETING**

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

- DOCUMENT ATTACHED

**8      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)

**9      ACCOUNTS, QUARTERS 3 AND 4, 2022-2023**

To approve the accounts for Quarters 3 and 4 of the last financial year, 2022-2023

- DOCUMENTS TO FOLLOW
- RESOLUTION REQUIRED

**10     BILL SCHEDULE – APRIL 2023**

To approve the bill schedule for April 2023

- DOCUMENT TO FOLLOW
- RESOLUTION REQUIRED

**11     AUDIT REQUIREMENTS FOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023**

The Town Clerk/Responsible Finance Officer to report on the following:

**(a)      Internal Audit**

- (i)      To receive the final Internal Auditors' Report
- (ii)     To review the effectiveness of the Internal Audit
- (iii)    To discuss and action any recommendations of the Internal Audit

- DOCUMENT ATTACHED
- RECOMMENDATION REQUIRED

**(b)      Unaudited Accounts for 2022/23 Financial Year**

The Town Clerk/Responsible Finance Officer to present and seek approval for The Mayor and Town Clerk to sign the accounts:

- (i) Section 1 Annual Governance Statement 2022/23
- (ii) Section 2 Accounting Statements 2022/23

- RECOMMENDATION REQUIRED

**12 EMR RESERVES**

The Town Clerk/Responsible Finance Officer to report on reserves

**13 GRANTS**

To consider and determine grant applications from the following bodies:

- MyVision Oxfordshire
- Be Free Young Carers
- South and Vale Citizens' Advice Bureau
- Wallingford Carnival

- DOCUMENTS TO FOLLOW
- RESOLUTIONS REQUIRED

**14 CASTLE LODGE**

To receive an update

**15 FUTURE AGENDA ITEMS**

To identify items for future meetings

**16 EXCLUSION OF PRESS AND PUBLIC**

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

- RESOLUTION REQUIRED

**17 1B ST MARTIN'S STREET**

To receive an update

The quorum for the Finance and Properties Committee is **6**

The next meeting of the Finance and Properties Committee will be held on **Monday, 17 July 2023**. The papers for that meeting will be issued on 12 July 2023. Items on the agenda need to have been received by the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk) by 5 July 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)**