



Wallingford Town Council

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

**held on Monday, 19 June 2023 at 7.00 pm
in Wallingford Town Hall**

Present

Members: Cllr Steve Beatty
Cllr Mahmood Ebrahimjee
Cllr Paul Gibbon (Vice-Chairman)
Cllr Claire Holford (Chairman)
Cllr Mark Hoskins
Cllr Nigel Hughes

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

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

XX/23 ELECTION OF CHAIRMAN

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

RESOLVED that Councillor Holford be elected Chairman for the 2023-2024
Municipal Year

XX/23 ELECTION OF VICE-CHAIRMAN

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

RESOLVED that Councillor Gibbon be elected Vice-Chairman for the 2023-2024
Municipal Year

XX/23 MEETING PROTOCOL

The Chairman explained the protocol that would be followed in the conduct of
the meeting.

XX/23 APOLOGIES

Apologies were received from Councillors Harris and Keats-Rohan.

XX/23 DECLARATION OF INTERESTS

No interests were declared.

XX/23 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 16 January 2023 be approved as a correct record and the Chairman is authorised to sign them

XX/23 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings.

The Town Clerk reported that the sitting-out agreement with Fullers Brewery would now no longer wait for the outcome of the final decision on the horse chestnut tree. Additionally, a meeting had been arranged for July with Greene King whose current lease of The Boathouse would be ending in 2026.

Action:

The Council staff team to chase the County Council for a reply regarding the funding of the Wigod Family Centre, and County Councillor Sudbury be copied into the correspondence

Grants Officer to complete website page for CIL applications

XX/23 PUBLIC PARTICIPATION

No members of the public attended.

XX/23 ACCOUNTS, QUARTERS 3 AND 4, 2022-2023

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

RESOLVED that the Accounts for Quarters 3 and 4 of the 2022-2023 Financial Year be approved.

XX/23 BILL SCHEDULE – APRIL 2023

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

RESOLVED that the Bill Schedule for April 2023 be approved

XX/23

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

The Committee received and reviewed the Internal Auditor's report prepared by Audit Solutions Limited.

The Town Clerk and Responsible Finance Officer took the meeting through each of the recommendations which had already been actioned.

Councillor Ebrahimjee drew attention to an incorrect figure on Page 9.

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

RECOMMENDED

- (i) that the Internal Audit be received;
- (ii) that the Internal Audit has been effective;
- (iii) that the action taken by the Town Clerk in response to all of the Audit's recommendations be noted and supported

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

RECOMMENDED

- (iv) that the Annual Governance Statement for 2022-2023 be approved and the Mayor and Town Clerk be authorised to sign the document;
- (v) that the Accounting Statements for 2022-2023 be approved and the Mayor and Town Clerk be authorised to sign them

The Chairman thanked the Town Clerk and Responsible Finance Officer and other finance staff for their work and in achieving such a positive outcome.

XX/23

GRANTS

The Committee considered two grant applications.

An application by Wallingford Carnival had yet to be completed and funding for South and Vale Citizens' Advice Bureau had been included in the budget for 2023-2024 and therefore did not require an application.

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

RESOLVED that a grant of £250 be awarded each to MyVision Oxfordshire and to Be Free Young Carers, leaving a balance of £500 for the rest of the year.

Action:

Office to inform MyVision Oxfordshire and Be Free Young Carers

XX/23

CASTLE LODGE

The Town Clerk reported that the property had now been vacated satisfactorily to all parties by the long-standing tenant and that after some refurbishment, would now be let at market value.

XX/23

FUTURE AGENDA ITEMS

The Committee identified the following items for future meetings:

- The Regal
- Flint House – market assessment of rental value
- Bunkfest – request for a youth stage and investigate how funding could come from arts funds/grants
- Public arts monies still available
- Castle Lodge update
- Arts grant for information boards
- Request by St John's Roman Catholic Church for a contribution towards the erection of railings after incidents of anti-social behaviour (Town Clerk to determine legal position first)

Councillor Beatty expressed concern at how the contract for the information boards had been awarded, given that it was funded by public arts monies, and requested that the contract be put on holding pending (i) investigation by the Town Clerk and (ii) further approval by the Full Council or the Finance and Properties Committee.

Action:

Town Clerk to investigate awarding of contract for the information boards and bring to Full Council or Finance and Properties Committee for approval, placing the contract on hold until this was done

Meetings Officer to circulate membership of working groups, including the Arts Grant Working Group

All members to confirm their attendance at the remaining meetings of the Finance and Properties Committee for 2023-2024 Municipal Year given that the quorum is now 6

XX/23

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Holford, and seconded by Councillor Hughes, 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 7.45 pm

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

Chairman

2022-06-19 FIN minutes CONFIDENTIAL