



Wallingford Town Council

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21 June 2023

**To the Members of the Full Council**

Cllr Mike Acreman  
Cllr Steve Beatty  
Cllr Daniel Beauchamp (Mayor/Chairman)  
Cllr Ailsa Charter  
Cllr Mahmood Ebrahimjee  
Cllr Paul Gibbon  
Cllr Marcus Harris  
Cllr Susan Hendrie

Cllr Stephen Holder  
Cllr Claire Holford (Deputy Mayor)  
Cllr Jacki Hoskins  
Cllr Mark Hoskins  
Cllr Nigel Hughes  
Cllr Katharine Keats-Rohan  
Cllr Ros Lester  
Cllr Diana Margarido

Dear Councillors

You are hereby summoned to attend the **Full Council** on **Monday, 26 June 2023** at **7.00 pm** in the **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, at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk & Responsible Finance Officer

**MEETING OF THE FULL COUNCIL  
MONDAY, 26 JUNE 2023, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     Meeting protocol**

The Mayor to explain the protocols to be followed for the meeting

**2     Apologies**

To receive apologies for the meeting

**3     Declarations of Interest**

To receive and record declarations of interest

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 their 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     Mayor's communications**

The Mayor to update the Council on recent mayoral activity and any other news

**5     Minutes**

To approve the minutes of the meeting of the Full Council held on 24 May 2023 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**6     Actions from previous meetings [public] [see also item 20]**

To review progress on 'open' actions agreed at previous meetings

- DOCUMENT ATTACHED

**7     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 at the discretion of the Chairman.

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

**8      County and District Councillors' Reports**

To receive any reports from County Councillor Pete Sudbury and newly-elected District Councillors James Barlow and Katharine Keats-Rohan

**EXTERNAL-FACING**

**9      Strategy**

**a.   Community feedback from the Annual Town Meeting and associated survey**

To receive the feedback and consider how the Town Council should respond and report on progress and action taken

- DOCUMENT ATTACHED

**b.   Vision for Wallingford**

To receive an update from Councillor Charter on the development of a long-term strategy document

- DOCUMENT ATTACHED

**10    Community facilities and services**

**a.   Youth provision**

To receive an update on the recent round-table discussion and to consider what actions the Town Council could take

**b.   Home-Start**

To consider a grant application

- DOCUMENTS ATTACHED
- RESOLUTION REQUIRED

**c.   Wallingford Municipal Charities**

To appoint a new Trustee (not a representative of the Town Council) replacing Ms Lynne McEwan. WMC has proposed Ms Elinor Carter.

**d.   OX10 Community Group**

To appoint a liaison person, at the request of the Group themselves

**e.   Insurance for Carnival**

To consider a request for the 2024 Carnival to be covered by the Town Council's insurance

**f. Flag schedule**

To review the flag schedule

- DOCUMENT ATTACHED

**11 Community safety**

**a. Crime summit hosted by David Johnston MP**

To receive an oral report on the recent summit and to consider what further action the Town Council could take in the light of that discussion

**12 Getting around**

**a. Condition of Wallingford's roads**

To consider with County Councillor Sudbury the condition of Wallingford's roads following the winter

**b. Pedestrianisation of front area of the Town Hall**

To receive an update on the nature and timeline of the public consultation

**c. Community transport scheme**

To consider an outline proposal by Councillor Mark Hoskins

*See also Item 17 concerning the potential establishment of a Local Transport Working Group*

**13 Environment and sustainability**

**a. New clean bathing water application**

To consider a new clean bathing water application to the Department for Environment, Food and Rural Affairs (DEFRA), working in partnership with South Oxfordshire District Council (SODC) and Thames21

- RESOLUTION REQUIRED

**INTERNAL-FACING**

**14 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

- DOCUMENTS ATTACHED
- RESOLUTION 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

- RESOLUTION REQUIRED

**15 Policies**

To adopt the following policies:

- a. Press/media policy
- b. Complaints policy
- c. Freedom of information policy
- d. Information and data protection policy

- DOCUMENTS ATTACHED
- RESOLUTIONS REQUIRED

**16 Committee membership**

To review the membership of each committee, making changes as necessary, including to quorum numbers if required

We have received the required number of requests to review the decision taken within the last six months to increase the quorum of the Finance and Properties Committee to 6.

- DOCUMENT ATTACHED
- RESOLUTION MAY BE REQUIRED

**17 Working Groups**

To note councillor membership of approved Working Groups – selected individually by Members - and determine how they will be run, and whether to set up additional Working Groups such as Communications and Local Transport

- DOCUMENT ATTACHED
- RESOLUTION MAY BE REQUIRED

**18 Future agenda items**

To identify agenda items for future meetings

The following items have already been identified:

- The Regal – awaiting response from South Oxfordshire District Council
- Legal matter (confidential) – awaiting update from solicitors
- Banking hub – awaiting feedback from David Johnston MP

**CLOSED SESSION**

**19 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

**20 Actions from previous meetings [confidential]**

To review progress on 'open' actions relating to confidential matters agreed at previous meetings

- DOCUMENT ATTACHED

**21 Review of staff role [confidential]**

To review a role recently added to the staff establishment

The quorum for the Full Council is **8**

The next meeting of the Full Council will be held on **Monday, 24 July 2023**. The summons and agenda papers for that meeting will be issued by email on Wednesday, 19 July 2023. Items for the agenda need to have been received by the Meetings Officer at [meetings@wallingfordtowncouncil.org.uk](mailto:meetings@wallingfordtowncouncil.org.uk) by 12 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)**