8A Castle Street
Wallingford
Oxfordshire
OX10 8DL

Tel: 01491 835373
Email: meetings@wallingfordtowncouncil.gov.uk
Web: www.wallingford.gov.uk

Wallingford Town Council

To the Members of the Tourism and Economic Development Committee

Councillor Mike Acreman
Councillor Steve Beatty
Councillor Ailsa Charter
Councillor Mahmood Ebrahimjee
Councillor Paul Gibbon (Chairman)
Councillor Jacki Hoskins (Vice-Chairman)
Councillor Diana Margarido

The Mayor, Councillor Dan Beauchamp (ex-officio)

1 September 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Tourism and Economic Development Committee** on **Monday, 11 September 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 at meetings@wallingfordtowncouncil.gov.uk

Yours sincerely

Michelle Taylor
Town Clerk & Responsible Finance Officer

MEETING OF THE TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
MONDAY, 11 SEPTEMBER 2023, 7.00 PM
WALLINGFORD TOWN HALL

AGENDA

1   MEETING PROTOCOL

The Chairman to advise those present of the protocol to be followed for this meeting

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 Tourism & Economic Development Committee held on 14 June 2023 and authorise the Chairman to sign them

- ▪ SUPPORTING PAPER
- ▪ RESOLUTION REQUIRED

5   ACTIONS FROM PREVIOUS MEETING

To review the progress of actions agreed at the last meeting

- ▪ SUPPORTING PAPER

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 at the discretion of the Chairman.

Members of the public who wish to speak at this meeting should email the Meetings Officer at tourism@wallingfordtowncouncil.gov.uk

7   EVENTS

(a) Past events
To review summer events organised, and contributed to, by the Council, in particular:

- Summer of Music
- The Celebration of the Curfew Bell
- Murder Mystery Extravaganza: Celebrating Agatha Christie Weekend

(b) Future events
To consider future events, ensuring a regular programme over the next six months

- RESOLUTION REQUIRED

(c) Impact
To consider how we measure the impact of Council-organised events to assist with the prioritisation of ideas

- RESOLUTION MAY BE REQUIRED

(d) Event marketing
To continue to consider the effective marketing of events with printed and using digital platforms and to consider whether additional generic-themed banners should be created for community events (an item referred by the Full Council, 21 August 2023, Minute 227/23)

- RESOLUTION REQUIRED

(e) Loan of event materials
To consider the efficacy of generic loaning event materials and equipment to local organisations (as referred by the Full Council, 21 August 2023, Minute 227/23)

- RESOLUTION REQUIRED

(f) Funding opportunities
To receive an update from the Grants Officer about 'Levelling Up' funding and to consider potential sponsorship opportunities for future events

8   LOCAL BUSINESS COMMUNITY

(a) Event
To consider a possible event for the local business community

- RESOLUTION REQUIRED

(b) Survey
To note the recent local business survey run by South Oxfordshire and Vale of White Horse District Councils

9   TWINNING

To receive an update on the latest activity to enhance our links with twinned towns

10   TOWN INFORMATION CENTRE

To receive the latest footfall and enquiry statistics for the Town Information Centre

- SUPPORTING PAPER WILL BE TABLED AT THE MEETING

11   FUTURE AGENDA ITEMS

To identify actions for future meetings

The quorum for this Committee is **4** Members.

Exceptionally, due to staff leave, the draft minutes of this meeting will be issued slightly later than usual, in the week commencing 25 September 2023.

The next meeting of the Tourism and Economic Development Committee will be held on **Monday, 27 November 2023**. The agenda papers for that meeting will be despatched on 22 November 2023. Agenda items for that meeting need to have been submitted to the Meetings Officer by 15 November 2023 at the latest.

Distribution: Town Council website and noticeboards

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