



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 (Vice-Chairman)  
Councillor Marcus Harris  
Councillor Claire Holford (Chairman)  
Councillor Mark Hoskins  
Councillor Nigel Hughes  
Councillor Katharine Keats-Rohan

The Mayor, Councillor Daniel Beauchamp (ex-officio)

11 October 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Finance and Properties Committee** on **Monday, 16 October 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, 16 OCTOBER 2023, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     Meeting protocol**

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

**2     Apologies**

To receive apologies for absence

The Committee's Chairman has already given her apologies, so this meeting will be chaired by the Vice-Chairman, Councillor Paul Gibbon.

**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 Finance and Properties Committee held on 19 June 2023 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**5     Actions from previous meetings**

To review the progress on public on actions agreed at the last meeting. Actions on confidential matters will be reviewed under Agenda Item 15 below

- DOCUMENT ATTACHED

**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 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)

## **FINANCE**

### **7 Quarter 1 accounts, 2023-24**

To review and approve the accounts for Quarter 1 of the current financial year

- DOCUMENT TO FOLLOW
- RESOLUTION REQUIRED

### **8 Bill schedules for August and September 2023**

To review and approve bill schedules

- DOCUMENTS TO FOLLOW
- RESOLUTION REQUIRED

### **9 Grant fundraising**

To receive an update from the Grants Officer

## **PROPERTIES**

### **10 Allotments – fencing**

To consider a quotation for new fencing

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

### **11 Riverside – ticketing machine**

To consider quotations for the installation of a ticket machine to help collect moorings fees

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

### **12 1b St Martin's Street**

To receive an update

### **13 Future agenda items**

To identify items for future meetings

The following items have already been identified:

- Wigod Way Family Centre
- Coach and Horses Pub
- The Boat House

## **CLOSED**

### **14 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

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

To review progress on actions on confidential matters

- DOCUMENT ATTACHED

**16     Staffing [confidential]**

To receive an update from the Town Clerk

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

The next meeting of the Finance and Properties Committee will be held on **Monday, 11 December 2023**. The papers for that meeting will be issued on 6 December 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 29 November 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)**