



Wallingford Town Council

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18 October 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, 23 October 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

Yours sincerely

A handwritten signature in black ink, appearing to read 'MTaylor'.

Michelle Taylor
Town Clerk & Responsible Finance Officer

**MEETING OF THE FULL COUNCIL
MONDAY, 23 OCTOBER 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 25 September 2023 and authorise the Chairman to sign them (SUPPORTING PAPER/RESOLUTION REQUIRED)

6 Actions from previous meetings [public] [see also item 18]

To review progress on 'open' actions on publicly-discussed matters agreed at previous meetings (SUPPORTING PAPER)

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 and may depend on the number of people who wish to speak.

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

8 County and District Councillors' Reports

To receive reports from County and District Councillors

EXTERNAL-FACING

9 Strategy

To receive an update on the development of the strategy, including the latest public consultation (Cllr Charter)

10 Community services and facilities

- (a) To hear a short presentation by Wallingford Citizens' Advice Bureau
- (b) To hear a short presentation by Wallingford Food Bank
- (c) To hear a short presentation by the Wigod Way Family Centre (SUPPORTING PAPER)
- (d) To receive an update on the development of dementia-friendly hubs (Cllr Keats-Rohan)

11 Retail and economy

- (a) To receive an update on activities planned for Christmas (Cllr J Hoskins)

12 Arts, Culture and Heritage

- (a) To resolve that a memorial plaque be laid on behalf of the town at the International Bomber Command Memorial in Lincoln in 2024 to mark the 80th anniversary of the crash of the Halifax Bomber that cost the lives of Flying Officer John Wilding and Flight Sergeant John Andrew. The cost will be £2k (RESOLUTION REQUIRED)
- (b) To consider forming a Working Group to develop activities to mark the 80th anniversary of D-Day in 2024 (RESOLUTION REQUIRED)
- (c) To review the 2023 Murder Mystery Extravaganza (celebrating Agatha Christie) weekend
- (d) To confirm what will happen to the Agatha Christie maquette. Previously, in September 2020, the Full Council agreed to give the maquette to Wallingford Museum on a permanent loan basis (Minute 290(ii)) (RESOLUTION REQUIRED)

INTERNAL-FACING

13 Committees and Working Groups, including recommendations

- (a) To consider the following recommendation:
 - that the work for new fencing on the allotments be awarded to Verdec Limited, an existing supplier (Finance and Properties Committee, 16 October 2023) (SUPPORTING PAPER/RESOLUTION REQUIRED)
- (b) To review how the Working Groups are operating (SUPPORTING PAPERS)

(c) Vacancies – to note that current vacancies are as follows: two for Parks, Gardens, Allotments and Open Spaces Committee

14 Properties

To approve funding for the refurbishment of the bathroom in Castle Lodge (SUPPORTING PAPER TO FOLLOW/RESOLUTION REQUIRED)

15 Staff member

To resolve that the Council seal be affixed to a letter of thanks to Ms Suzanne Symons who is retiring after over 10 years' service, in particular acknowledging her work in developing the Town Hall as a venue (RESOLUTION REQUIRED)

16 Future agenda items

To identify agenda items for future meetings

The following items have already been identified or requested:

- Final decision on horse chestnut tree by Coach & Horses Pub on the Kinecroft (November 2023) (this has been delayed by one month as we are waiting for a report from one party; stakeholders have been informed of this delay)
- Pedestrianisation of front area of Town Hall (Action Log)
- Community Emergency Plan (included in the Action Log)
- IT server in Town Council Office – funding for replacement (budget meeting)
- Legal matter [confidential]
- Council and committee dates for the 2024-25 Municipal Year (November 2023)
- 2024 Annual Town Meeting (November 2023)

CLOSED SESSION

17 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)

18 Actions from previous meetings [confidential]

To review progress on 'open' actions relating to confidential items (SUPPORTING PAPER)

19 Staffing [confidential]

To consider additional funding for temporary staff (RECOMMENDATION REQUIRED)

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

The next meeting of the Full Council will be held on **Monday, 20 November 2023**. The summons and agenda papers for that meeting will be issued by email on Wednesday, 15 November 2023.

Items for the agenda need to have been received by the Meetings Officer at meetings@wallingfordtowncouncil.gov.uk by 10 November 2023.

Distribution: Town Council website and Town Hall noticeboard

Non-confidential supporting papers (identified above) 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