



Wallingford Town Council

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**To the Members of the Tourism and Economic Development Committee**

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

The Mayor, Councillor Dan Beauchamp (ex-officio)

1 December 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Tourism and Economic Development Committee** on **Thursday, 7 December 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](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk & Responsible Finance Officer

**MEETING OF THE TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE  
THURSDAY, 7 DECEMBER 2023, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     ELECTION OF CHAIRMAN**

Councillor Gibbon has stepped down from the Committee and therefore his role as Chairman at the end of this meetings. There is therefore a need to elect a new Chair (and possibly Vice-Chair) for the remainder of the 2023-2024 Municipal Year

- RESOLUTION REQUIRED

**2     MEETING PROTOCOL**

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

**3     APOLOGIES**

To receive apologies for absence

**4     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.

**5     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 DOCUMENT
- RESOLUTION REQUIRED

**6     ACTIONS FROM PREVIOUS MEETING**

To review the progress of actions agreed at the last meeting

- SUPPORTING DOCUMENT

## **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 at [tourism@wallingfordtowncouncil.gov.uk](mailto:tourism@wallingfordtowncouncil.gov.uk)

## **8 TERMS OF REFERENCE**

To review the Committee's terms of reference, including frequency of meetings, as requested by some Members, and make recommendations to the Full Council

- SUPPORTING DOCUMENT
- RECOMMENDATION MAY BE REQUIRED

## **9 EVENTS**

### **(a) Past events**

To review summer events organised, and contributed to, by the Council, including the Murder Mystery Extravaganza Celebrating Agatha Christie, as delegated by the Full Council on 20 November 2023, Minute 418/23

- SUPPORTING DOCUMENTS MAY BE ISSUED
- RECOMMENDATIONS REQUIRED

### **(b) Future events**

To consider future events, ensuring a regular programme over the next six months

- Jazz Event (Cllr Acreman leading)
- Others
- 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

**10 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

**11 TWINNING**

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

**12 TOWN INFORMATION CENTRE**

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

- SUPPORTING DOCUMENT MAY BE TABLED AT THE MEETING

### **13     BUDGET FOR 2024-2025**

To clarify the Committee's submission (including costings) for the Council's budget for next year. Items were identified at the Council's preliminary budget meeting on 13 November 2023 but there is an opportunity to refine these before final budget meetings on 11 December 2023 (Finance and Properties) and 18 December 2023 (Full Council). The proposed bandstand should be included in this discussion, even if the funding may come from external sources

- RECOMMENDATION REQUIRED

### **14     FUTURE AGENDA ITEMS**

To identify actions for future meetings

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

The next meeting of the Tourism and Economic Development Committee will be held on **Monday, 29 January 2024**. The agenda papers for that meeting will be despatched on 24 January 2024. Agenda items for that meeting need to have been submitted to the Meetings Officer by 19 January 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](mailto:meetings@wallingfordtowncouncil.gov.uk)**