Wallingford Town Council

17 January 2024

To the Members of the Full Council

Cllr Mike Acreman	Cllr Claire Holford
Cllr Daniel Beauchamp (Mayor/Chairman)	(Deputy Mayor)
Cllr Ailsa Charter	Cllr Jacki Hoskins
Cllr Mahmood Ebrahimjee	Cllr Mark Hoskins
Cllr Marcus Harris	Cllr Nigel Hughes
Cllr Susan Hendrie	Cllr Katharine Keats-Rohan
Cllr Stephen Holder	Cllr Ros Lester
	Cllr Diana Margarido

Dear Councillors

You are hereby summoned to attend the **Full Council** on **Monday, 22 January 2024** 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 the Meetings Officer, at meetings@wallingfordtowncouncil.gov.uk

Yours sincerely

Town Clerk & Responsible Finance Officer

**MEETING OF THE FULL COUNCIL
MONDAY, 22 JANUARY 2024, 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 and accept apologies for the meeting (RESOLUTION REQUIRED)

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 20 December 2023 and authorise the Chairman to sign them (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

6   Actions from previous meetings [public] [see also item 23]
To review progress on 'open' actions on publicly-discussed matters agreed at previous meetings (SUPPORTING DOCUMENT TO FOLLOW)

The Full Council will review this document item by item at this meeting.

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 Luke Whitcomb, Meetings Officer, in advance at meetings@wallingfordtowncouncil.gov.uk

8   County and District Councillors' Reports
To receive reports from County and District Councillors

INTERNAL FACING

9   Finance

(a) Mooring fee collections
A presentation by John Simms of District Enforcement

Website: www.district-enforcement.co.uk

EXTERNAL FACING

10   Environment and sustainability

(a) Allotments policy
To review and adopt new Allotments Policies for Fir Tree and Highcroft (SUPPORTING DOCUMENTS/RESOLUTION REQUIRED)

11   Getting around

(a) Pedestrianisation of front area of Town Hall
To understand and NOTE the proposed consultation that is shortly to be undertaken by the Council Office Team.

12   Health, well-being and community safety

(a) CCTV
To receive the annual report on CCTV coverage of Wallingford. Some Town Councillors have recently visited the Thames Valley Police CCTV monitoring facility in Abingdon (SUPPORTING DOCUMENT)

13   Facilities

(a) Tennis courts, Bull Croft
To review and approve the agreements within the Lawn Tennis Association and the National Tennis Association for the resurfacing of the tennis courts in the Bull Croft and the introduction of the new operating model (SUPPORTING DOCUMENTS/RESOLUTION REQUIRED)

14   Arts, culture and heritage

(a) <u>Artsweek</u>

To consider the creation of a Working Group (RESOLUTION REQUIRED)

Oxfordshire Artweeks takes place in Wallingford in May, with an art trail for visitors to follow in the surrounding area. Last year, the Engagement Manager worked with local artists to develop a 'Wallingford Town Taster Trail' where shops and artists were matched up to encourage footfall in the Town Centre and to promote the local venues. This year the Town Hall will be open for an exhibition to showcase local artists from 23-27 May.

(b) <u>Pancake race</u>

To receive an update from Councillor Lester on behalf of the Working Group

15   Community engagement (general)

(a) <u>Community consultation model</u>

To consider whether a generic approach can developed to consult the community on specific proposals. Councillor Mark Hoskins is asking the Full Council to consider the recent exercise by a resident to test reaction to a traffic proposal for Goldsmith's Lane as case study. Oxfordshire County Council have proposed a generic staged model for the pedestrianisation of the front area of the Town Hall, an approach that could be applied more widely. This may be something that the Full Council would like to refer to the Communications Working Group for development (SUPPORTING DOCUMENTS/RESOLUTION MAY BE REQURED)

(b) <u>Community recognition event</u>

To consider whether to proceed with an annual event – traditionally known as the 'Civic Dinner' – to recognise and thank community groups for their contribution to the life and well-being of the town. An event was last held in 2023. Before the COVID pandemic, this was held annually. (RESOLUTION REQUIRED)

(c) <u>Elections</u>

To review the timeline to the elections on 22 February 2024 to fill two vacancies on the Town Council and the series of events that is being run to promote the opportunity and encourage members of the community to stand

INTERNAL-FACING (continued)

16   Finance (continued from Item 9(a))

(b) <u>Bill schedule</u>

To review and approve the Bill Schedule for November and December 2023 (SUPPORTING DOCUMENTS/RESOLUTION REQUIRED)

(c) Grant application
To consider a grant application from The Abingdon Bridge Trust (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

17   Communications
To NOTE new guidelines developed by the Communications Working Group (SUPPORTING DOCUMENT TO FOLLOW)

18   Committee memberships and structure
To NOTE current vacancies, in particular the vacancies on the Tourism and Economic Development Committee which is putting committee meetings at regular risk of becoming inquorate (RESOLUTION MAY BE REQUIRED)

The Council's present committee structure will next be reviewed around the time of the Annual Meeting in May 2024.

19   Flags and banners
To approve the flags and banners schedule for 2024 (SUPPORTING DOCUMENT TO FOLLOW/RESOLUTION REQUIRED)

20   Calendar of meetings
To NOTE the date of the Annual Meeting (Mayor Making) has needed to be changed to Wednesday, 8 May 2024 and the Full Council preliminary budget discussion to Wednesday, 13 November 2024. These will be changed in Members' online calendars by the Council Office Team. Remembrance Sunday will be on 10 November this year, and the Wilding Andrew Service on Sunday, 8 September 2024. (SUPPORTING DOCUMENT)

21   Future agenda items
To identify agenda items for future meetings

The following items have already been identified or requested:

- o Pedestrianisation of front area of Town Hall (Action Log)
- o Community Emergency Plan (included in the Action Log) (The Mayor leading)
- o Legal matter [confidential] (potentially rolling item)
- o Policies (Town Clerk)
- o Governance cycle (Cllr Charter leading)
- o Alliance for the Reduction of Heritage Crime (Cllr Keats-Rohan leading)

CLOSED SESSION

22   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)

23   Actions from previous meetings [confidential]
To review progress on 'open' actions relating to confidential matters agreed at previous meetings (SUPPORTING DOCUMENT)

The Full Council will review this document item by item at this meeting.

24   People

(a) Policy
To review and adopt a proposed new policy (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

(b) Review
To consider and approve a proposal from the Chair and Vice-Chair of the Personnel Committee and the Town Clerk (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

25   Legal [confidential]
To receive an update from the Chairman on a legal matter

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

The next meeting of the Full Council will be held on **Monday, 19 February 2024.** The summons and agenda papers will be issued by email on Wednesday, 12 February 2024. Items and papers for the agenda need to have been received by the Meetings Officer at meetings@wallingfordtowncouncil.gov.uk no later than Friday, 9 February 2024. Items and documents received after this date will not be included or circulated.

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 Luke Whitcomb, the Meetings Officer, in advance by emailing meetings@wallingfordtowncouncil.gov.uk