



Wallingford Town Council

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**To the Members of the Finance and Properties Committee**

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

The Mayor, Councillor Daniel Beauchamp (ex-officio)

6 March 2024

Dear Councillors

You are hereby summoned to attend a meeting of the **Finance and Properties Committee** on **Monday, 11 March 2024 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 the Meetings Officer at [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, 11 MARCH 2024, 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 and accept apologies for absence (RESOLUTION REQUIRED)

**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 11 December 2023 and authorise the Chairman to sign them (SUPPORTING DOCUMENT/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 14 below (SUPPORTING DOCUMENT)

**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 our Meetings Officer, Luke Whitcomb, at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

## **FINANCE**

**7     Bill schedule**

To review and approve the bill schedule for February 2024 (SUPPORTING DOCUMENT TO FOLLOW/RESOLUTION REQUIRED)

**8     Quarterly accounts**

To review and approve the Quarter 3 accounts for 2023-2024 (SUPPORTING DOCUMENT TO FOLLOW/RESOLUTION REQUIRED)

**9     Finance Risk Assessment**

To approve the annual finance risk assessment (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

**10    Energy contracts**

The Town Clerk to provide an update on the renewal of energy contracts

**11    Grants**

The receive an update on a new Community Infrastructure Levy (CIL) fund

**12    Future agenda items**

To identify items for future meetings

The following items have already been identified:

- Wigod Way Family Centre – service level agreement
- Individual Council-owned property – renewal of lease in 2026
- St Mary's Clock, repairs

**13    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

## **CLOSED**

**14    Actions [confidential]**

To review progress on confidential matters agreed at previous meetings

**15    Council-owned property [confidential]**

To receive an update on the renewal of a lease prior to a presentation at Full Council on 18 March 2024

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

The next meeting of the Finance and Properties Committee will be held on **Monday, 17 June 2024**. The papers for that meeting will be issued on Wednesday, 12 June 2024. Items on the agenda need to have been received by the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk) by Friday, 7 June 2024.

**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 Luke Whitcomb, our Meetings Officer, in advance by emailing [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)**