

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE,
ON MONDAY, 25 SEPTEMBER 2017, AT 7.30 P.M.**

Committee Members present: Councillor C S Dickson (Chairman)
Councillors A Crawford, Mrs CEC Dickson, E C Goldsmith,
J C Goodman, Mrs M Gradwell, Mrs J T Hannaby, B Mabbett,
Mrs J E Nunn-Price (part), C McCarthy, P O'Leary, Mrs J Reynolds,
Major J Sibbald and S Trinder.

Others present: Mr W Hebborn - Hebborn Amusements (up to item 25)
W Jestico - Amegos Theatre (up to item 26 a)
J Vandore - Betjeman Millennium Park Trust (up to item 27)

Town Clerk: Mr W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors Miss K Gill and K Harris.

Declarations of Disclosable Pecuniary and other Interests

None.

Minutes of Meeting held on 17 July 2017

The minutes were approved and signed.

25. Statements and Questions from the Public

Mr Hebborn, the Riding Master for the May and October fairs sought an explanation about why the Town Council was imposing a ten metre height restriction for stalls and rides on the fairs. He advised that the helter skelter and some other rides that exceeded this height had been attending the fairs for years. He also wished to challenge the minutes of the Leisure and Amenities Committee meeting of 4 July 2016 relating to a comment concerning the potential risk for users of the high rides.

The Clerk advised that the policy of prohibiting high rides was introduced after the September 2011 fair at which a high ride had attended. This policy had been adhered to until the May 2016 and 2017 fairs. The Council had not previously specified a height for the restriction, but, given the experiences of these fairs, was now seeking to do so. In discussion, committees had indicated that a height of no more than the surrounding buildings in the Market Place was appropriate. The Clerk put forward a specific height based upon that wish. The proposed rules and regulations had been approved and adopted at the Leisure and Amenities Committee meeting held on 11 September 2017. Councillors advised Mr Hebborn that they had received a significant number of verbal complaints from members of the public about the high rides that had attended, and that it was appropriate for the Council to respond to these complaints. Mr Hebborn requested that, for the coming October, fair permission be given for the cage ride that had attended the fair in the past, without complaint, and another tall ride that had not attended previously, and that the matter be reviewed after this. There was discussion about whether the height limit for static items such as the helter skelter should be different from that for the dynamic rides.

ON THE PROPOSITION OF Councillor McCarthy
SECONDED BY Councillor Dickson

IT WAS MOVED that the ten metre height restriction for all equipment apply for the October fair.

ON THE PROPOSITION OF Councillor Mrs Nunn-Price
SECONDED BY Councillor Crawford

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IT WAS MOVED that this be amended to restrict the height for dynamic rides to ten metres and review the height restriction for static equipment after the October 2017 fair. The amendment was defeated three in favour, eleven against. The original proposition was approved twelve in favour with one against and one abstention.

With regard to the minute of the Leisure and Amenities Committee meeting held on 4 July 2016, it was noted that the comments related to a perceived risk, rather than necessarily an actual risk.

Mr Hebborn left the meeting.

26. Briefings by applicants for donations and grants

a) Amegos Theatre

Mr Jestico briefed the Committee on the theatre's next production to be performed at King Alfred's Academy on 29 November – 2 December. Details of the costs involved and other income were noted. Mr Jestico was thanked for his briefing and he left the meeting.

27. Briefing by representatives of Betjeman Park on future funding requirements

Mr Vandore, Chairman of the Park Trust, advised that the Trust was struggling to bring together resources to maintain the Park. It currently relied on a significant amount of volunteer support. There was a need to secure ongoing funding in order to ensure that maintenance was suitably dealt with. He was hoping for an annual grant in the region of £5,000. The Trust Board would welcome the nomination of a trustee by the Council to help support their work. There were a number of trees in need of attention.

It was suggested to Mr Vandore that help might be available from Sustainable Wantage to provide resource and tools to deal with the maintenance and that he should also be seeking funds from organisations such as TOE and the District Council. He agreed to pursue this, but he advised the lack of time available for the current trustees meant that it was difficult to pursue these options.

Mr Vandore was thanked for his briefing and he left the meeting.

ON THE PROPOSITION OF Councillor McCarthy
SECONDED BY Councillor Goodman

IT WAS UNANIMOUSLY RESOLVED that Mr Vandore be invited to put forward a donation request to cover the maintenance works required to trees and other items and that the request for an ongoing grant be considered later.

28. Matters Arising

a) Update on investment and banking arrangements

The Clerk had not yet progressed this.

b) Update on review of financial regulations

The Clerk was to call a meeting of the Working Group (Councillors Crawford and Mrs Nunn-Price, and the Clerk). **Action: Clerk**

c) Update on Wantage Silver Band re Queen's 90th event

The Clerk had identified that the sum of £667.60 had been received by the Town Council which it had been intended to pass on to the Silver Band.

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ON THE PROPOSITION OF Councillor Goodman

SECONDED BY Councillor McCarthy

IT WAS RESOLVED that the sum of £667.60 to be paid to the Band.

Action: Clerk

d) Update on Proliferation of 'A' boards on pavements around the town

The Clerk was in email correspondence with the County Council officer responsible for Oxfordshire Together. The officer had agreed to investigate the legal arrangements to allow delegated powers to the Town Council to deal with 'A' boards. The Clerk was to press for a response. **Action: Clerk**

POLICY

29. To consider minutes of Health Sub-committee meeting held on 20 July 2017

Councillor Mrs Hannaby declared an interest as Chairman of the Community Hospital League of Friends.

The minutes were noted. The Clerk had sought a meeting with Dr Gaw and Dr Davies. Dr Gaw had agreed to arrange this. He had expressed concern that the extract of the Locality Plan passed to the Sub-committee was a confidential document and that information contained was no longer correct. He was seeking information on how the document had been acquired. The Clerk had informed him that he was unaware of the source.

It was felt that there was an urgent need to deem the hospital building as a community asset. The Clerk was to progress this. **Action: Clerk**

The Hospital Trust had made arrangements to contract out physiotherapy services. It had been reported that this would lead to the physiotherapy services being no longer provided at the Wantage hospital. The Health Trust was engaging with the provider with a view to the services continuing to be provided there. Councillor Mrs Hannaby agreed to provide email correspondence to the Clerk concerning this for distribution to other Councillors. **Action: Mrs Hannaby/Clerk**

30. To consider minutes of Wantage and Grove Joint Economic Forum meeting held on 7 September 2017

The minutes were noted.

31. To consider minutes of Youth Town Council meeting held on 12 July 2017

The minutes were noted. Although the election of the Youth Town Council was operating on a school year basis, the £5,000 budget was being applied on the Town Council's financial year. For this year £700 had been committed to Opera Unmasked. The Youth Town Council was to be urged to develop youth orientated initiatives for which its budget could be expended. The Youth Town Council was due to undertake social media training on the coming Wednesday. It was also due to consider its draft constitution. There was the opportunity to raise the issue of the budget.

Action: Mabbett

32. To consider response to Community Governance Review consultation

Councillor Mrs Nunn-Price declared an interest as a member of Grove Parish Council. Councillors Mabbett and Dickson declared interests as members of the Community Governance Review Sub-committee. Councillors Mrs Hannaby and McCarthy declared interests as District Councillors representing an area of Grove.

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The Town Council had a policy that the parish boundaries should be moved to coincide with the areas designated within the Neighbourhood Plan. Although the Town Council had made representations in the past concerning this, it was required that representations be made afresh to the District Council in support of this policy. The response was required by 16 October 2017. The District Council had sent letters to residents affected in the Stockham Farm development advising of the consultation. It was agreed that a letter be sent to the residents of the Stockham Farm development from the Town Council advising them of its views and reminding them to respond to the consultation. **Action: Clerk**

33. To consider proposed Social Media Policy

The proposed policy document was considered. It was agreed that a review date should be inserted and that the review should be conducted annually.

ON THE PROPOSITION OF Councillor McCarthy
SECONDED BY Councillor Mrs Dickson
IT WAS RESOLVED that the policy, as amended, be adopted.

34. To consider proposed Safeguarding Policy

The proposed policy document was considered. It was felt that provision should be made for there to be a substitute or deputy for the Safeguarding Officer and that there be a requirement that the Safeguarding Officer be DBS checked. There was a need to clarify why there was an asterisk after "DBS" at the bottom of the first page and that DBS (Disclosure and Barring Service) be identified in its full name in its first use within the document. The requirement to review annually was also to be incorporated. It was noted that the County Council could provide safeguarding training.

ON THE PROPOSITION OF Councillor Mrs Hannaby
SECONDED BY Councillor Goodman
IT WAS RESOLVED that the proposed policy for safeguarding, subject to amendment, be adopted.

MANAGEMENT AND FINANCE

35. Requests for donations and grants

a) Amegos Theatre Group

ON THE PROPOSITION OF Councillor Major Sibbald
SECONDED BY Councillor Mrs Hannaby
IT WAS RESOLVED that a donation in the sum of £500 be made.

36. Accounts for payment

ON THE PROPOSITION OF Councillor Dickson
SECONDED BY Councillor O'Leary
IT WAS RESOLVED that Accounts for payment in the sum of £37,726.85 be paid.

It was noted that in cleaning the VC Forecourt an 'A' board owned by a local shop had been water damaged. The cost of reinstatement was £100. Under normal circumstances it would be expected that the contractor bears this cost, but the Clerk felt that given the nature of the work involved it was appropriate for the Town Council to cover this. It was agreed that this was acceptable. The contractor had undertaken some cleaning of the Barclays shop front, but there was still some dirt specks apparent on the front. The Clerk had asked the VC Forecourt attendant to deal with these.

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37. General correspondence

a) Letter from Vale Academy Trust concerning Sweatbox

The Trust advised that the quote for the building that they were intending to erect and fit out for use by Sweatbox was coming well in excess of anything they could realistically consider. Alternative accommodation had been identified, but this would not be available until sometime in 2018. This meant that Sweatbox would be “homeless” until this date. It was suggested that Georgina Hicks, the Sweatbox manager should meet the Council to brief it on her ideas for Sweatbox to continue operating during the interim period. It was agreed that she be invited to the next Council meeting on 9 October. **Action: Clerk**

Confidential Items

ON THE PROPOSITION of Councillor Dickson
SECONDED BY Councillor Mrs Hannaby
IT WAS RESOLVED that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press be temporarily excluded, and they were instructed to withdraw.

38. Minutes of the meeting held on 17 July 2017

Councillor Mrs Nunn-Price left the meeting.

39. Report of Staff Appraisal Working Group meeting held on 19 September 2017

ON THE PROPOSITION of Councillor Dickson
SECONDED BY Councillor Mrs Hannaby
IT WAS RESOLVED that the resolutions made in confidential session be adopted.

The meeting closed at 9.24 p.m.

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Wantage Town Council

Accounts for Payment - July to September 2017

Date	Payee	Description	Powers	Ref	£
01/08/2017	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/08/2017	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/08/2017	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/09/2017	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/09/2017	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/09/2017	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/08/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/09/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
21/07/2017	NEST	Pension contribution payments	Office	DD	£ 48.00
21/08/2017	NEST	Pension contribution payments	Office	DD	£ 48.00
21/09/2017	NEST	Pension contribution payments	Office	DD	£ 48.00
21/07/2017	Staff - various	July payroll	Office/OA1985	Bacs	£ 6,539.26
21/08/2017	Staff - various	August payroll	Office/OA1985	Bacs	£ 6,416.06
21/09/2017	Staff - various	September payroll	Office/OA1985	Bacs	£ 6,107.00
Total direct debits					£ 20,836.32
17/07/2017	L Smith	Bus shelter cleaning	Street furniture	306077	£ 60.00
17/07/2017	SGW Payroll	Payroll processing July	Office/OA 1985	306078	£ 66.60
17/07/2017	Community 1st	Donation re Armed Forces Day	Entertainment	306079	£ 180.00
17/07/2017	Wantage Silver Band	Donation re Armed Forces Day	Entertainment	306080	£ 70.00
17/07/2017	CD Associates	Replacement for lost cheque 6069		306081	£ -
31/07/2017	BT	Internet service charges	Office	306082	£ 120.00
31/07/2017	Viking	Stationery	Office	306083	£ 77.48
31/07/2017	Window Flowers	Hanging baskets	Tourism	306084	£ 3,588.00
31/07/2017	Red Corner	Photocopying charges July	Office	306085	£ 33.07
14/08/2017	Project	Donation re S Wallington	Recreation	306086	£ 50.00
14/08/2017	Charlton School PTA	Donation re Armed Forces Day	Entertainment	306087	£ 180.00
14/08/2017	MP Marren	Cemetery maintenance	Burials	306088	£ 33.75
14/08/2017	Charlton	Weedkilling - whole town	Highways	306089	£ 880.00
14/08/2017	Horticulture	area/allotments	Burials/allotments/Open Spac	306090	£ 1,940.00
14/08/2017	SGW Payroll	Payroll processing August	Office/OA 1985	306091	£ 66.60
14/08/2017	SLLC	Training courses for Deputy Clerk	LGA 72	306092	£ 118.80
21/08/2017	Castle Water	Re Larkhill allotments	Allotments	306093	£ 193.82
07/09/2017	BDO LLP	Audit fee for 2016/17	LGA 72	306094	£ 960.00
07/09/2017	Red Corner	Photocopying charges August	Office	306095	£ 14.39
07/09/2017	Horticulture	area/allotments	Burials/allotments/Open Spac	306096	£ 725.00
07/09/2017	BT	Telephone service charges	Office	306097	£ 81.08
14/09/2017	Opera Unmasked	Donation	Entertainment	306098	£ 700.00
18/09/2017	Betjeman Festival	Donation	Entertainment	306099	£ 1,000.00
18/09/2017	Street Furnishings	Bin for cemetery	Burials	306100	£ 287.93
18/09/2017	WP Falkenau	domains	Locality	306101	£ 105.53
18/09/2017	SGW Payroll	Payroll processing September	Office/OA 1985	306102	£ 66.60
18/09/2017	Crab Hill Development	Rent for Grove Road allotments	Allotments	306103	£ 342.00
18/09/2017	Castle Water	re Naldertown allotments	Allotments	306104	£ 73.04
18/09/2017	Oxfordshire CC	Rent re Lark Hill allotments	Allotments	306105	£ 563.64
20/09/2017	SB General Builders	Market Place area maintenance	LGA 72	306106	£ 1,212.00
20/09/2017	Walter Breakspear	Cemetery skips	Burials	306107	£ 1,080.00
20/09/2017	HMRC	PAYE 2nd quarter	Office/OA 1985	306107	£ 2,021.20
Total cheques					£ 16,890.53
Total payments July to September 2017					£ 37,726.85