

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 18 JUNE 2018, AT 7.30 P.M.**

Committee Members present: Councillor C S Dickson (Chairman)
Councillors A Crawford, Mrs CEC Dickson, Miss K Gill (part), E C
Goldsmith, J A Goodman, Mrs M Gradwell, B Mabbett, Mrs J E Nunn-Price,
Major J Sibbald and S Trinder.

Town Clerk: W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors Mrs J T Hannaby, K A Harris, C McCarthy and P O'Leary. Councillor Miss Gill had given apologies for her late arrival.

Declarations of Disclosable Pecuniary and other Interests

None.

Minutes of Meeting held on 19 March 2018

The minutes were approved and signed.

1. Statements and Questions from the Public

None.

2. Matters arising from the minutes

a) Update on investment and banking arrangements

A £25,000 deposit had been placed in Nationwide on a one year fixed term, at 0.9% interest. The Clerk was to place a further £25,000 each quarter on a year's deposit, up to a total amount of £100,000.

Action: Clerk

b) Update on proliferation of 'A' boards on pavements around the town

There had been no response from the County Council. The Clerk was to contact owners of 'A' boards that obstruct the pavement on an informal basis. It was agreed that no further action be taken concerning this item.

c) Update on actions from Health Sub-Committee

The Clerk had received a response from Dr Davies, advising that progress was being made concerning the extension of the Health Centre. He had asked whether the Town Council could assist in providing an estimate of future patient numbers. The Clerk had been unable to assist. There had been no response from the Oxford Health Trust to the Clerk's letter regarding the closure of beds at the hospital, although a reply to a similar letter, from the Friends of the hospital, had been answered. The "Save the Hospital Group" was arranging a march on 22 July. It had been agreed that the car park at the western end of the Market Place be closed off for the marchers to convene at the end of the march.

d) Recent robberies in the local area – public meeting on 11 June 2018

The meeting had been well attended and dealt with a wide range of issues concerning policing. Given the information that was supplied, it was agreed that it was unnecessary for the time being to invite a police representative to a future meeting.

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e) Mably town visit 8 July 2018

The Twinning Association had been unable to book The Beacon for the arrival reception for the visitors from Mably. An alternative venue had been found for which there would be no cost. The Twinning Association was seeking a donation of £152 towards the cost of providing refreshments at a leaving reception. It was agreed that a donation of £152 be given. **Action: Clerk**

f) Speed of vehicles in Newbury Street – request for 20 mph speed limit during M4 diversions.

The Clerk had not received a response concerning the introduction of a 20 mph speed restriction. The Committee clarified that it was seeking the switching on of the school 20 mph warning signs during the closure of the M4, not the formal reduction in the speed limit. The Clerk was to contact those responsible for the illuminated signs. **Action: Clerk**

POLICY

3. To consider minutes of the Wantage and Grove Joint Economic Forum meeting held on 19 April 2018 and proposals contained in the District Council Market Town Support Briefing

The minutes were noted. The employment of the Town Team coordinator had now ceased. The Crab Hill S106 agreement included a contribution towards the employment of a Town Centre Manager, in the sum of £201,911. These funds would only be available as dwellings were completed, commencing from later this year. It would be appropriate for the Town Centre Manager to be employed by the Town Council. The District Council was requiring a formal request to be submitted for any funding. A request, however, would not be considered until funds had been received by the District Council. It was agreed that the Clerk should prepare an application for the S106 funding, to be ready for when the contributions had been received by the District Council. **Action: Clerk**

Councillor Miss Gill arrived.

The Briefing Paper prepared by Dr Smans was considered. This suggested the disbandment of the Joint Economic Forum and a change in the scope of the Town Team to cover Grove. The work of the Forum over the past few years had principally been focused on the attractiveness of the Wantage Town Centre. It was felt that this work might be more appropriately placed in the responsibility of the Town Council's Leisure and Amenities Committee, rather than the Forum. It was agreed to advise Dr Smans that the Town Council was minded to support the disbandment of the Joint Economic Forum and for its responsibilities to be taken on under a Town Council Committee. This would mean that Grove Parish Council would not be involved in matters concerning Wantage Town Council and the Town Council would not be involved in issues concerning Grove. It was noted that Grove Parish Council would be considering these matters the following evening. With regard to changes to the Town Team, the Committee felt there was insufficient information concerning its operation.

ON THE PROPOSITION of Councillor Mabbett

SECONDED BY Councillor Goodman

IT WAS RESOLVED to ask Dr Smans to provide more information concerning the proposed operation of the Town Team. **Action: Clerk**

4. To consider minutes of Youth Town Council meetings held on 16 April and 4 June 2018

The minutes were noted. The draft constitution had been updated by the Clerk in consultation with the Youth Town Council Chairman to reflect the agreed operation of the Youth Town Council. The Youth Town Council had proposed a donation of £1000 from its budget to the Wantage Literary Festival. It was agreed that this be approved.

5. To consider update from S106 Sub-Committee concerning offer to take responsibility for maintenance of open spaces on the Crab Hill development

The Chairman and the Clerk had met Mr Walker and Miss Bolton of the District Council to clarify matters concerning the S106 agreement. The Town Council now had as much information as it was likely to secure for consideration of the offer. There was a need for the S106 Committee to meet with a view to reviewing the information and making a recommendation to the Town Council. It was agreed to seek to arrange a meeting of the Sub-Committee on Wednesday or Thursday of this week with a view to making a recommendation to the Council meeting on the following Monday. **Action: Clerk**

6. Briefing by Clerk on GDPR responsibilities

The Clerk explained that the Town Council was a data controller and the Clerk, as Proper Officer, was responsible for data control. The role of Miss Mckendrick, the Data Protection Officer, was more of a “policing” role. The Clerk advised councillors that they formed part of the Council’s data control group and that information could be passed freely between them. A data breach would however occur if personal contact information was passed outside this group. Councillors needed to be conscious that other parties should not have access to emails and correspondence from the Town Council that contained any personal contact information. This had meant that some Councillors who had been using company email addresses have had to move to personal email addresses. Everyone needed to be particularly concerned about forwarding emails to other parties. Quite often in a string of email exchanges there could be personal contact information contained in earlier emails that were not immediately apparent. Consideration needed to be given to deleting email exchanges or redacting emails/document.

The Clerk and the Data Protection Officer will monitor correspondence and email exchanges with a view to ensuring GDPR obligations are met. Further guidance will be given as and when necessary. It was noted that there were potential conflicts between GDPR and transparency/freedom of information obligations. It was likely that in future some Council documents would need to be redacted, when published, to remove any personal contact information.

7. To review policy concerning publication of confidential minutes

It was noted that confidentiality applied to the discussion of a confidential matter, not to the recording of the outcome. Currently confidential minutes were available to the public to inspect at the council office, but were not being incorporated into the minutes being published on the council’s website. It was agreed that in future decisions arising from discussions in confidential business be incorporated into the body of the minutes published on the website. **Action: Clerk**

MANAGEMENT AND FINANCE

8. To consider whether the Wantage and Grove Street Pastors and the Betjeman Millennium Park should be recipients of annual grants

It was noted that both bodies were due to receive S106 contributions from the Crab Hill development. This would require them to put forward formal requests to the District Council.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Mabbett

IT WAS RESOLVED to include a grant of £500 for Wantage and Grove Street Pastors in the Council’s budgets for referral, with other grants, to the Annual Council meeting for approval.

9. Accounts for payment

ON THE PROPOSITION OF Councillor Goodman

SECONDED BY Councillor Mabbett

IT WAS RESOLVED that Accounts for Payment in the sum of £56,661.05 (attached) be approved.

10. General correspondence

a) Upgrade of crossing lights in Ham Road and Denchworth Road

County Councillor Mrs Hannaby was intending to use part of her County Council Locality Fund to upgrade the lights on the above crossings. It had been the practice for applications for the funding of such items to be dealt with through the Town Council's offices. It was agreed that the same should apply for this application. **Action: Clerk**

b) Travellers occupying the Willow Walk Nature Reserve

The question had been raised about whether there was anything that could be done to prevent the travellers occupying this area in the future. It was agreed that this be referred to the District Council for its consideration and recommendation. **Action: Clerk**

c) Police public meeting on 11 June 2018

It had been suggested that crime detection in the town centre could be improved if local CCTV equipment was installed in shops at strategic locations around the town. The CCTV images needed to be of high definition to meet police requirements. Any relevant CCTV images captured would be passed to the police for their purposes and not independently distributed.

ON THE PROPOSITION of Councillor Mabbett
SECONDED BY Councillor Goodman

IT WAS AGREED that this suggestion be referred to the Joint Economic Forum for consideration as a project. **Action: Clerk**

d) Parking enforcement

It was reported that Didcot Town Council was intending to write to South Oxfordshire District Council pressing for the introduction of civil parking enforcement. It was agreed that the Town Council should write to the Vale of White Horse District Council, similarly pressing for the introduction of civil parking enforcement. **Action: Clerk**

Confidential Items

ON THE PROPOSITION of Councillor Dickson
SECONDED BY Councillor Goodman

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.

11. To consider NALC Salary Award recommendations for 2018-2019

10. General correspondence (continued)

ON THE PROPOSITION of Councillor Dickson
SECONDED BY Councillor Goodman

IT WAS RESOLVED that the resolutions made in confidential session be adopted.

The meeting closed at 9.02 p.m.

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Wantage Town Council

Accounts for Payment - March to June 2018

Date	Payee	Description	Powers	Ref	£
01/04/2018	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/05/2018	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/06/2018	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/04/2018	VWHDC	Cemetery Rates	Burials	DD	£ 60.95
01/04/2018	VWHDC	Rates for Market	OA1985	DD	£ 234.00
01/04/2018	VWHDC	Rates for car park	OA1985	DD	£ 380.52
01/05/2018	VWHDC	Cemetery Rates	Burials	DD	£ 57.00
01/05/2018	VWHDC	Rates for Market	OA1985	DD	£ 238.00
01/05/2018	VWHDC	Rates for car park	OA1985	DD	£ 385.00
01/06/2018	VWHDC	Cemetery Rates	Burials	DD	£ 57.00
01/06/2018	VWHDC	Rates for Market	OA1985	DD	£ 238.00
01/06/2018	VWHDC	Rates for car park	OA1985	DD	£ 385.00
05/04/2018	Coop	Bank charges	LGA 72	DD	£ 30.00
29/05/2018	BNP Paribas	Photocopier lease	Office	DD	£ 126.71
21/04/2018	NEST	Pension contribution payments	Office	DD	£ 164.22
21/05/2018	NEST	Pension contribution payments	Office	DD	£ 184.33
21/04/2018	Staff - various	April payroll	Office/OA1985	Bacs	£ 6,174.45
21/05/2018	Staff - various	May payroll	Office/OA1985	Bacs	£ 7,757.76
Total direct debits					£ 16,772.94
19/03/2018	SGW Payroll	Payroll processing March	Office/OA 1985	306200	£ 70.08
19/03/2018	Communicorp	Freedom Scroll	Freedom	306201	£ 88.56
09/04/2018	Natural Bag Company	Love Wantage bags (JEF item)	Tourism	306202	£ 1,140.00
09/04/2018	Oxfordshire CC	Larkhill allotment site rent	Allotments	306203	£ 187.88
09/04/2018	Red Corner	Photocopying - March	Office	306204	£ 23.33
09/04/2018	Viking	Stationery	Office	306205	£ 249.38
09/04/2018	OALC	Subscription	LGA 72	306206	£ 2,086.92
09/04/2018	W&G Street Pastors	Donation	Recreation	306207	£ 500.00
09/04/2018	OALC	Planning training	LGA 72	306208	£ 48.00
09/04/2018	Castle Water	Water for cemetery	Burials	306209	£ 3.45
09/04/2018	Castle Water	Water - statue area	OA1985	306210	£ 4.99
09/04/2018	The Dolphin	Frame for Freedom scroll	Freedom	306211	£ 132.00
09/04/2018	Faringdon Newspapers	Advert What's On (JEF item)	Tourism	306212	£ 59.98
30/04/2018	White Horse Horticulture	Grass cutting etc at cemetery/play area/allotments Feb-Apr	Burials/allotments/Open Spaces	306213	£ 1,880.00
30/04/2018	Zurich Municipal	Insurance	LGA 72	306214	£ 3,121.15
30/04/2018	L Smith	Bus shelter cleaning	Highways	306215	£ 60.00
30/04/2018	T Rhodes	Return of allotment bond	Allotments	306216	£ 75.00

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Date	Payee	Description	Powers	Ref	£
30/04/2018	SGW Payroll	Payroll processing year end	Office/OA 1985	306217	£ 70.08
14/05/2018	J Winch	Protective clothing	Property	306218	£ 95.88
14/05/2018	VWHDC	Refreshments for Town Electorate meeting	LGA 72	306219	£ 106.56
14/05/2018	N Haval	Website hosting (JEF item)	Tourism	306220	£ 432.00
14/05/2018	W Breakspear	Skips for cemetery	Burials	306221	£ 1,332.00
14/05/2018	BT	Internet services	Office	306222	£ 124.68
14/05/2018	Red Corner	Photocopying - April	Office	306223	£ 26.27
14/05/2018	Mobiloo	Toilet for Armed Forces Day	Tourism	306224	£ 360.00
14/05/2018	Netwise	Website hosting/support	Transparency	306225	£ 300.00
14/05/2018	Castle Water	Water for Larkhill allotments	Allotments	306226	£ 47.66
14/05/2018	Castle Water	Water - statue area	OA1985	306227	£ 2.17
14/05/2018	Vale Academy Trust	Re Sweatbox (Youth TC item)	Entertainment	306228	£ 3,000.00
14/05/2018	Vale Academy Trust	Re Sweatbox (Youth TC item)	Entertainment	306229	£ 1,500.00
24/05/2018	C McCarthy	1st half Town Mayor's allowance	LGA72	306230	£ 1,350.00
29/05/2018	SGW Payroll	Payroll processing - May	Office/OA 1985	306231	£ 66.12
29/05/2018	A Underwood	Return of allotment bond	Allotments	306232	£ 25.00
29/05/2018	Letcombe Brook Project	1st half grant	Tourism	306233	£ 4,000.00
29/05/2018	V&D Museum	1st quarter grant	Entertainment	306234	£ 4,750.00
29/05/2018	V&D Museum	1st quarter grant	Tourism	306235	£ 1,587.50
29/05/2018	Wantage Counselling	1st half grant	Information	306236	£ 1,500.00
29/05/2018	October Club	1st half grant	Entertainment	306237	£ 1,500.00
29/05/2018	Independent Advice Centre	1st half grant	Information	306238	£ 5,000.00
04/06/2018	S Trinder	Flags	Tourism	306239	£ 213.23
04/06/2018	White Horse Horticulture	Grass cutting etc at cemetery/play area - May	Burials/Open Spaces	306240	£ 1,180.00
11/06/2018	SGW Payroll	Payroll processing - April	Office/OA 1985	306241	£ 66.60
11/06/2018	Mobiloo	Toilet for Sweatbox event	Entertainment	306242	£ 360.00
11/06/2018	BT	Telephone services	Office	306243	£ 79.14
11/06/2018	Cancelled	-	-	306244	£ -
11/06/2018	Nationwide	Transfer of £25,000 to saver a/c	-	306245	£ -
11/06/2018	RJS(IA) Ltd	Internal auditor fee 2017/18	LGA72	306246	£ 1,082.50
Total cheques					£ 39,888.11
Total payments March to June 2018					£ 56,661.05

CONFIDENTIAL

POLICY, MANAGEMENT AND FINANCE COMMITTEE: 18 JUNE 2018

11. To consider NALC Salary Award recommendations for 2018-2019 – see Clerk’s memorandum dated 13 June 2018

The NALC recommendations increased all scale rates by 2% with effect from 1 April 2018. The scale rates apply to the Clerk, Deputy Clerks and Clerk’s Assistants. The Clerk recommended that both the assistants should now be on Point 22, the top of their scale. The living wage had increased from £7.50 per hour to £ 7.83 per hour from 1 April. The Clerk recommended that for the Market and Parking attendants that their rates be increased by 33p per hour to maintain the differential. It was agreed that the VC Forecourt attendant’s pay rate be increased to £10 per hour.

ON THE PROPOSITION of the Chairman

SECONDED BY Councillor Goldsmith

IT WAS RESOLVED that the above recommended or agreed pay changes be adopted with effect from 1 April 2018.

10. General correspondence

Request from [REDACTED] that his father be buried at Chain Hill cemetery

[REDACTED] said his father had lived in Wantage for 25 years before moving to Fernham. He advised that his family had strong connections with Wantage. It was noted that the current policy of restricting burials to residents of Wantage had been adopted before the additional cemetery space had been acquired. It was felt that there was a need to revisit the Council’s policy.

ON THE PROPOSITION of Councillor Crawford

SECONDED BY Councillor Major Sibbald

IT WAS MOVED that the request for [REDACTED] father to be buried in Chain Hill cemetery be approved, and that the policy be referred to the Leisure and Amenities Committee for consideration with a recommendation being referred back to this Committee. This was approved ten in favour, one against.
