

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 10 JUNE 2019, AT 7.30 P.M.**

Committee Members present: Councillors A Crawford (Chairman), I R Cameron, A Dunford, A Duveen (part), J Goodman, J T Hannaby, E L Johnson, A C Menzies, J E Nunn-Price, P O'Leary, I L Sheldon, Major J Sibbald, Dr C Walters and C H Wills-Wright.

Others present: Ms W Watson – Independent Advice Centre (up to item 2)
Ms G Hicks – Sweatbox (up to item 6)
One member of the public (up to item 14)

Town Clerk: W P Falkenau.

Apologies for Absence

An apology for absence was received from Councillor T Gilhome.

Declarations of Disclosable Pecuniary and other Interests

None.

Minutes of meeting held on 11 March 2019

The minutes were approved and signed.

1. Statements and Questions from the Public

None.

2. Briefings by recipients of annual grants

a) Wantage Independent Advice Centre.

Ms Watson advised that she was attending to report on the Wantage Transport Service. This had been introduced in 2017 on the instigation of the Town Council following the withdrawal of the commercial local bus service. The Centre had agreed to act as a facilitator in providing the service. The Town Council had agreed to make a contribution of £6000 per annum towards the cost. She reported on past and current passenger levels and advised that in her view the continuance of the service was unsustainable.

Ms Watson was thanked for her briefing.

b) Sweatbox.

Ms Hicks gave a briefing on the scope and nature of the services provided to local youth by Sweatbox. Sweatbox had moved into a new (refurbished) building on the King Alfred's Centre Site.

Councillor Duveen arrived.

Youngsters could attend sessions on a Tuesday and Friday evening to enjoy a wide range of activities. Beatbox was held on a Thursday for pupils with SEN (Special Educational Needs). It was agreed that Councillors in small groups should visit Sweatbox to see its activities. The Clerk was to liaise with Ms Hicks regarding this. **Action: Clerk**

Ms Hicks was thanked for her briefing. Ms Watson left the meeting.

3. Matters arising from the minutes

- a) Update on CCTV project and b) Update on request from the District Council regarding distribution of Joint Economic Forum residual funds.

Prior to the demise to the Wantage and Grove Joint Economic Forum, the Town Council had been considering proposing a scheme to provide CCTV equipment to shop premises around the town to supplement the system provided by the District Council. This was prompted by a series of burglaries in Newbury Street and Church Street where there is currently no CCTV coverage. The Town Council had proposed that the Forum residual funds be utilised for the provision of the CCTV equipment. The action outstanding from the previous meeting was for the Chairman to seek advice from the police regarding the proposal. It was agreed that this action should still be pursued. **Action: Chairman**

- c) Investigation of better interest rates on the Council's cash deposits.

The Clerk had not yet been able to progress this. The Clerk was to arrange to funds to be moved from the Co-op bank account to Barclays and Nationwide who maintain the £85,000 financial protection from each institution. **Action: Clerk**

- d) Update on King Alfred District Scouts bunk house project.

The Scouts had been advised that the Town Council would only consider providing a grant towards this scheme when a significant amount of funding had been secured from elsewhere. There had been no further communications with the Scouts since 1 April. It was reported that the Scouts were likely to receive a S106 contribution from the Kingsgrove Development of £102,000 within the coming year. It was agreed to defer further actions on this matter until the Scouts come back to the council.

POLICY

4. Appointment of sub-committee Chairmen and Vice Chairmen

- a) Health Sub-committee

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Cameron
IT WAS RESOLVED that Councillor Hannaby be Chairman of the Health Sub-committee.

ON THE PROPOSITION of Councillor Wills-Wright
SECONDED BY Councillor Major Sibbald
IT WAS RESOLVED that Councillor Sheldon be Vice-Chairman of the Health Sub-committee.

- b) S106 Sub-committee

ON THE PROPOSITION of Councillor Sheldon
SECONDED BY Councillor Hannaby
IT WAS RESOLVED that Councillor Crawford be Chairman of the S106 Sub-committee.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Sheldon
IT WAS RESOLVED that Councillor Goodman be Vice-Chairman of the S106 Sub-committee.

- c) Staffing Sub-committee

ON THE PROPOSITION of Councillor Duveen
SECONDED BY Councillor Johnson
IT WAS RESOLVED that Councillor Major Sibbald be Chairman of the Staffing Sub-committee.

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ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Major Sibbald
IT WAS RESOLVED that Councillor Hannaby be Vice-Chairman of the Staffing Sub-committee.

5. Minutes of the Health Sub-committee meeting held on 14 March 2019

The minutes were noted.

6. Minutes of the Youth Town Council meetings held on 29 April and 3 June 2019

The minutes were noted. Attendance at the April meeting had been poor. There had been a lack of participation in the elections by the older age students. This was possibly due to examinations taking place. The meeting in June had been better attended. The Chairman of the Youth Town Council was progressing arrangements for co-opting for the places unfilled in the elections in March. There was a need for the Deputy Clerk to assist in promoting the Youth Town Council. **Action: Clerk**

There was discussion about the suitability of the start time for the Youth Town Council meetings. It was noted that the Youth Town Council had set its next meeting at 5pm to accommodate those attending schools outside Wantage. Ms Hicks offered to act as an intermediary between the Town Council and the King Alfred's Academy. It was noted that at the June meeting some of the new Youth Town Councillors were unaware of the purpose of the Youth Town Council. It was agreed that consideration be given to provide training to those Councillors. This was to be referred to the Deputy Town Clerk. **Action: Clerk**

Ms Hicks left the meeting.

7. Arrangements to review standing orders with a view to making them gender neutral and to consider other changes

It was agreed that a Sub-committee be established to review the standing orders. The following Councillors agreed to be members of the Sub-committee – Councillors Crawford, Dunford, Johnson, Sheldon, Major Sibbald and Wills-Wright.

8. Policy regarding distribution of agendas and minutes

The Clerk reported on the current practises for distributing minutes to Councillors. Councillor Cameron had asked not to receive paper copies of documents and for these to be passed to him by email. It was agreed that a register be established for all Councillors who do not wish to receive paper copies and who want to receive these by email. **Action: Clerk**

It was agreed that confidential on pink paper would continue to be distributed in paper form by post. **Action: Clerk**

Where possible, A5 or smaller envelopes should be used. **Action: Clerk**

9. To consider whether to nominate a representative to attend Oxfordshire Association of Local Council (OALC) meetings and a request from the Clerk to host a meeting of the OALC Larger Councils meeting.

Some years ago, the Town Council had nominated a councillor to attend OALC meetings. These meetings, however, tended to be held on a Monday evening making it impractical for the councillor to attend. Separately from this the Town Clerk and the Town Mayor had on occasions attended meetings of Larger Local Councils which were held on a morning and were attended by Mayors/Chairmen and Clerks of larger parishes in Oxfordshire. The Clerk had attended meetings in many other towns, but had been unable to invite the OALC to visit Wantage due to the Town Council not having its own accommodation.

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ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Major Sibbald
IT WAS RESOLVED that the Town Council should invite OALC to hold the Larger Council Meeting at The Beacon and that the Town Council should meet the costs involved. Attendance at the other OALC meetings was to be left open.

10. To consider further actions arising from the internal audit review conducted on 24 April 2019

The only significant item arising from the review was the tax treatment of the Town Mayor's allowance. Guidance had been sought from the NALC. It advised that where a lump sum allowance was paid tax should be deducted through PAYE. The Mayor would be able to claim the tax by reporting expenditure in the annual tax return. The alternative was to reimburse the Mayor on receipted expenditure. On discussion with the Town Mayor it had been agreed to adopt the first recommendation of an allowance of £270 being paid over a ten month period. There was discussion about whether this arrangement would be appropriate for future mayors and whether the allowance should be increased to take regard of the tax liability. Councillor Major Sibbald advised he would report back at the end of the year on how this had worked. It was agreed to defer the actions to await the feedback from Councillor Major Sibbald.

11. To consider arrangements for reviewing the Financial Regulations.

There was a need to review the Financial Regulations every two years. It was agreed that the Subcommittee that had been established to review the Standing Orders should also undertake a review of the Financial Regulations.

12. To consider update from Wantage Community Church dated 3 June 2019, regarding the Kingsgrove Community Centre

Proposals by the Community Church to secure additional funding, to construct a larger hall, were noted.

MANAGEMENT AND FINANCE

13. Accounts for Payment

ON THE PROPOSITION of Councillor Nunn-Price
SECONDED BY Councillor Major Sibbald
IT WAS RESOLVED that Accounts for Payment in the sum of £ 82,826.00 be approved (attached).

14. General correspondence

a) Defacing of the head of King Alfred's statue

There had been an incident overnight on Friday 7 June. Someone had climbed on to the statue and applied colour to the eyebrows and lips on the head of the statue. The police were aware of the incident and had identified CCTV footage. Further action by the police was dependent upon a formal complaint being made by the Town Council. It was agreed that a formal complaint be made. **Action: Clerk**

b) Meeting with Thames Water regarding proposed works affecting local highways

County Councillor Hannaby had arranged a meeting with representatives of Thames Water to obtain information about forthcoming works affecting the A338. It had been requested that the meeting be conducted under the auspice of the Town Council with the Clerk attending the meeting to record the proceedings. This was agreed. Representatives of Grove Parish Council had been invited to attend the meeting.

Confidential Items

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED Councillor Crawford

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.

The member of the public left the meeting.

15. To consider matters arising from briefings given under agenda items 2

a) Wantage Independent Advice Centre – transport scheme

The Committee accepted Ms Watson’s view that continuance of the bus scheme was unsustainable.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Johnson

IT WAS RESOLVED that the bus scheme should be discontinued due to it being financially unsustainable. The Clerk was to liaise with Ms Watson with a view to closing the bus scheme in an orderly way, **Action: Clerk**

There was discussion about whether the commercial bus services could be extended to cover the areas currently not served by the local service. It was noted that there would be S106 funding available in the near future to contribute to the costs. It was agreed that representatives of the bus companies should be invited to attend a Traffic Advisory Committee meeting to discuss these matters. **Action: Clerk**

The Clerk was to express the thanks of the Council to the Independent Advice Centre for running the scheme. Care needed to be taken to explain to the core passenger group why this scheme was being discontinued. **Action: Clerk**

b) Sweatbox

The briefing by Ms Hicks had been well received.

16. Report by Clerk on staffing and committee arrangements

The Kingsgrove Development S106 agreement provides funds for the employment of a Town Centre Manager. The role was to be employed by the Town Council. There was a prospective overlap with the duties of the existing Deputy Town Clerks. In preparing a job specification for the Town Centre Manager, there was a need to review the job specifications of others. It was agreed that this be referred to the Staffing Sub-committee for its consideration and recommendations. **Action: Clerk**

The meeting came out of confidential session.

The meeting closed at 9.35 p.m.

WPF/ME

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Wantage Town Council

Accounts for Payment - March to June 2019

Date	Payee	Description	Powers	Ref	£
01/04/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/05/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/06/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/04/2019	VWHDC	Cemetery Rates	Burials	DD	£ 60.87
01/04/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.45
01/04/2019	VWHDC	Rates for car park	OA1985	DD	£ 395.10
01/05/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/05/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/05/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
01/06/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/06/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/06/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
21/03/2019	NEST	Pension contribution payments	Office	DD	£ 224.39
21/03/2019	Staff - various	March payroll	Office/OA1985	Bacs	£ 7,567.13
21/04/2019	NEST	Pension contribution payments	Office	DD	£ 343.64
21/04/2019	Staff - various	April payroll	Office/OA1985	Bacs	£ 8,414.18
21/05/2019	NEST	Pension contribution payments	Office	DD	£ 340.14
21/05/2019	Staff - various	February payroll	Office/OA1985	Bacs	£ 7,702.25
13/05/2019	BNP Paribas	Quarterly photocopier lease charge	Office	DD	£ 179.19
Total direct debits					£ 27,182.34
06/03/2019	Mobiloo	Toilet hire for Carnival	Tourism	306400	£ 385.00
11/03/2019	BT	Telephone charges	Office	306401	£ 93.26
14/03/2019	Wantage Counselling	Replacement grant cheque	Information	306402	£ 1,500.00
14/03/2019	SGW Payroll	Payroll processing March	Office/OA1985	306403	£ 66.12
14/03/2019	Castle Water	Water at cemetery	Burials	306404	£ 18.84
24/03/2019	Viking	Stationery	Office	306405	£ 95.23
24/03/2019	HMRC	4th quarter PAYE	Office/OA1985	306406	£ 4,092.69
24/03/2019	Independent Advice Centre	Grant re Community bus	Transport	306407	£ 6,000.00
26/03/2019	Castle Water	Water in Market Place	OA1985	306408	£ 7.75
26/03/2019	Castle Water	Water at Naldertown allotments	Allotments	306409	£ 15.42
26/03/2019	Barclaycard	MP licence, vacuum cleaner, postage, Land Reistry enquiries	Entertainment/office	306410	£ 184.94
28/03/2019	White Horse Horticulture	Grass cutting etc at cemetery/play area - Feb/Mar	Burials/Open Spaces	306411	£ 665.00
28/03/2019	Oxfordshire CC	Rent - Larkhill allotments	Allotments	306412	£ 239.63
01/04/2019	VWHDC	Refreshments Town Electorate mtg	Entertainment	306413	£ 70.56
01/04/2019	Charlton Env Services	Town weedkilling	Highways	306414	£ 906.00

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Accounts for Payment - March to June 2019

Date	Payee	Description	Powers	Ref	£
01/04/2019	OALC	Subscription	LGA 72	306415	£ 2,170.18
01/04/2019	Home Start Southern	Donation	Information	306416	£ 1,000.00
01/04/2019	Wantage Lit Fest	Donation	Entertainment	306417	£ 1,000.00
01/04/2019	Letcombe Brook Volunteers	Donation	Litter Act	306418	£ 428.47
01/04/2019	Community Heartbeat	Defibrillator in Market Place	S137	306419	£ 2,544.00
01/04/2019	Red Corner Docmt Solns	March photocopier charge	Office	306420	£ 16.64
17/04/2019	SB General Builders	Refit damaged finger post	Street furniture	306421	£ 289.20
17/04/2019	SGW Payroll	Payroll processing year end	Office/OA1985	306422	£ 69.60
17/04/2019	Castle Water	Water at Naldertown alloyments	Allotments	306423	£ 19.91
17/04/2019	Castle Water	Water at cemetery	Burials	306424	£ 6.41
17/04/2019	Castle Water	Water in Market Place	OA1985	306425	£ 2.00
25/04/2019	Zurich Town & Parish	Insurance	LGA 72	306426	£ 3,212.41
25/04/2019	Queensbury	Bus shelter repair Harcourt Road	Street furniture	306427	£ 200.96
25/04/2019	Barclaycard	Printer cartridges, flags, frame	Office/tourism	306428	£ 260.02
25/04/2019	OALC	Allotment training	Allotments	306429	£ 102.00
13/05/2019	BT	Broadband services	Office	306430	£ 129.72
13/05/2019	SB General Builders	Cemetery car park surface infill	Burials	306431	£ 1,908.00
13/05/2019	P Harris	Bus shelter repair Harcourt Road	Street furniture	306432	£ 150.00
04/06/2019	Barclaycard	Postage, flag poles, Traffic signs, shed handle	Office, OA1985, Tourism	306433	£ 558.86
04/06/2019	Red Corner Docmt Solns	Photocopying charges May	Office	306434	£ 19.31
04/06/2019	Castle Water	Water at cemetery	Burials	306435	£ 12.74
04/06/2019	IAC Audit	Internal audit charge		306436	£ 420.00
04/06/2019	L Smith	Install flages and clean bus shelters	Tourism/Street furniture	306437	£ 385.00
04/06/2019	Miss R Dore	Allotment bond repayment	Allotments	306438	£ 25.00
04/06/2019	Viking	Stationery	Office	306439	£ 129.36
04/06/2019	SGW Payroll	Payroll processing April/May	Office/OA1985	306440	£ 132.24
04/06/2019	Castle Water	Water at Naldertown alloyments	Allotments	306441	£ 19.73
04/06/2019	Castle Water	Water in Market Place	OA1985	306442	£ 3.96
04/06/2019	Independent Advice Centre	1st half grant	Information	306443	£ 5,000.00
04/06/2019	Letcombe Brook Project	1st half grant	Tourism	306444	£ 4,500.00
04/06/2019	V&D Museum	1st qtr grant re museum	Entertainment	306445	£ 4,750.00
04/06/2019	V&D Museum	1st qtr grant re tourist info point	Tourism	306446	£ 1,587.50
04/06/2019	Sweatbox	1st half grant	Recreation	306447	£ 6,000.00
04/06/2019	Wantage Counselling	1st half grant	Information	306448	£ 1,500.00
04/06/2019	October Club	1st half grant	Entertainment	306449	£ 1,500.00
04/06/2019	Be Free Young Carers	3rd grant instalment	Recreation	306450	£ 1,250.00
		Total cheques			£ 55,643.66
		Total payments March to June 2019			£ 82,826.00