

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 27 JANUARY 2020, AT 7.30 P.M.**

Committee Members present: Councillor I L Sheldon (Vice-Chairman)
Councillors I R Cameron, A Dunford, T Gilhome, J Goodman,
J T Hannaby, E L Johnson, J E Nunn-Price (part),
Major J Sibbald and C H Wills-Wright.

Others present: Mr Procter – Jigsaw Stage Productions (part).
Two members of the public.

Town Clerk: W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors A Crawford (Chairman),
A C Menzies, P O’Leary and C Walters.

In the absence of the Chairman, Councillor Sheldon was Chairman of the meeting.

Declarations of Disclosable Pecuniary and other Interests

None.

Minutes of Meeting held on 11 November 2019

ON THE PROPOSITION of Councillor Dunford
SECONDED Councillor Wills-Wright
IT WAS RESOLVED that the minutes be approved and signed.

62. Statements and Questions from the Public

None.

63. Briefings by applicants for donation and grants requests

a) Jigsaw Stage Productions

Mr Procter gave a briefing in support of the application for £1,000, as contribution to the cost of the production “The Sound of Music”. It was noted that Cornerstone in Didcot provide facilities on a profit sharing basis whereas The Beacon charges a commercial rent. Mr Procter was thanked for his briefing and he left the meeting.

64. Matters arising from the minutes

a) Update on CCTV

No cost information had been received for the reinstatement of the CCTV camera in Wallingford Street.

The Clerk had been contacted by District Council officers with a view to meeting him to discuss how the CCTV is run, including its funding. This arose from a proposal from the District Council’s cabinet that funding be sought from Abingdon and Wantage Town Councils. Councillor Hannaby declared an interest as a member of the District Council cabinet.

The Clerk advised that he was not sure that a meeting with the officers would be worthwhile, given that the Town Council did not have a policy concerning the CCTV. The District Council was seeking funding from other sources because Thames Valley Police was reducing its contribution. In a District Council report previously considered by the Town Council the number of incidents in Wantage were very low. On occasions in the past, when the Clerk has

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sought information from CCTV, the cameras have either been pointing in another direction, or the images have been insufficiently clear. The committee felt that the use of CCTV could be more useful if the quality of the images was improved. It was noted that the District Council had agreed to upgrade the cameras.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED Councillor Gilhome

IT WAS RESOLVED that the Council should not rule out contributing to the cost of CCTV but priority be given to the purchase of equipment rather than supporting operational costs. The Clerk should engage with the District Council officers to seek more information. **Action: Clerk**

b) Update on investigation of better interest rates on the Council's cash deposits

This was still under investigation. It would be affected by the proposal to place funds across a number of institutions, so that no one institution held more than £85,000, the amount protected under guarantee.

c) Update on plans for the part pedestrianisation of the Market Place

The County Council had given the Clerk a name of a highways officer who would give advice on the arrangements for closing off the area at the western end of the Market Place. A working group had not yet been established to take this forward. **Action: Clerk**

d) Update on deed of variation of Crab Hill S106 agreement

A planning application had been submitted to seek the variation of the S106 agreement. The form of this was based on the assumption that the land owners would permit the ownership of the community hall and open spaces to be transferred rather than leased. After the application had been submitted, it had been confirmed that these items would be leased, not transferred. The Clerk had been advised that the application would be amended, but at this stage it appeared unchanged. It was agreed that the District Councillors for the ward be asked call in the application, to avoid it being approved without proper consideration. **Action: Clerk**

e) Update on application for S106 funding towards costs relating to the employment of a Town Centre Manager.

It was agreed that this item be deferred to the end of the meeting, as a confidential item.

f) Update on policy concerning fairs and practice of closing market square car parking spaces on the evening before fairs and other events.

The Clerk had attended a meeting of the Chamber of Commerce on Tuesday 14 January. Concerns had been expressed by Chamber members regarding the closing off of the Market Square parking area on the evening before events, the effect on trade by the visits of the Fairs and the lack of enforcement of parking on yellow lines around the town centre. The Clerk had acknowledged that the need to close off the market square parking before events would diminish, if a contractor to remove vehicles to a secure place could be found. A member of the Chamber had agreed to seek to identify a suitable contractor.

The Chamber had agreed to engage with the Riding Masters of the Fairs, to see if they could be encouraged to cease visiting or to locate elsewhere. With regard to parking enforcement the chamber was advised that Matthew Barber the Deputy Police Commissioner, was investigating ways of tackling this.

g) Standing Orders and Financial Regulations review

The Clerk had not yet updated these with the changes proposed at the previous committee meeting. He hoped to be able to do this, and call a working group meeting, before the next committee meeting. **Action: Clerk**

h) Treasury and Investment Policy

The updating of this was dependent upon identifying a suitable number of institutions, as referred to under item 64 b) above.

i) Future arrangements for Youth Town Council

Following the previous committee meeting, the Committee Chairman, Councillor Crawford, had opened dialogue with Ms Hicks of Sweatbox regarding bringing the Youth Town Council under the auspice of Sweatbox. More work needed to be done on the determining details.

ON THE PROPOSITION of Councillor Wills-Wright
SECONDED Councillor Major Sibbald

IT WAS RESOLVED that support be given to proceeding with discussions with Sweatbox to accommodate the Youth Town Council within its remit. **Action: Crawford**

POLICY

65. Minutes of the S106 Sub-committee meeting held on 2 December 2019

The minutes were noted.

G - Request by District Council to allocate S106 funding to the White Horse Leisure Centre.

The Clerk had advised the District Council of its objection to the proposal. He had not been advised whether this had been accepted.

66. Minutes of the Climate Emergency Sub-committee meeting held on 6 January 2020 (consideration of donation request from Sustainable Wantage to be referred to item 74 b) below)

The minutes were noted.

67. Minutes of the Health Sub-committee meeting held on 16 January 2020 and report of meeting held on 24 January 2020.

Councillors Sheldon and Nunn-Price had given their apologies for absence from the meeting on 16 January 2020.

The report from the CCG OX12 Project had been considered at the meeting on 24 January. Many objections were raised concerning the content of the report. The report was to be considered at the Health and Wellbeing Board meeting on 30 January. It was proposed by the Sub-committee that the Clerk should send a letter to the Board objecting to the report and seeking its withdrawal, and that he was to attend the Board meeting to speak in support of the objection.

ON THE PROPOSITION of Councillor Johnson
SECONDED Councillor Dunford

IT WAS RESOLVED that the Clerk pursue the actions proposed by the Sub-committee. **Action: Clerk**

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68. To consider proposed meeting schedule for 2020/21.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED Councillor Johnson
IT WAS RESOLVED that the proposed meeting schedule be accepted.

69. Annual review of the Council's Risk Assessment.

The draft Risk Assessment prepared by the Clerk was considered

ON THE PROPOSITION of Councillor Dunford
SECONDED Councillor Major Sibbald
IT WAS RESOLVED that the Risk Assessment be approved.

70. Arrangements for Town Electorate meeting to be held on 6 April 2020.

It was agreed that, as in previous years, the Town Mayor should give a report on behalf of the Town Council. This should cover the vision of the Council. The practice of inviting community organisations to the meeting, to give a short briefing on their activities, was to be reinstated.

Action: Clerk

The agenda should include an item for District Councillor and County Councillor reports. Information stalls or tables should be accommodated. It was agreed that the agenda be referred to the Promotion Communication and Events Committee, for its consideration, at a meeting in the following week.

Action: Clerk

71. To receive and review schedule of charges.

The schedule was noted. The Clerk was to seek information concerning the level of parking fines being issued in Wallingford, Faringdon and Didcot. He was also to seek information concerning cemetery charges being made by other burial authorities.

Action: Clerk

MANAGEMENT AND FINANCE

72. Accounts for payment

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Wills-Wright
IT WAS RESOLVED that accounts for payment in the sum of £59,401.43 (attached) be approved.

73. General correspondence

None.

Confidential Items

ON THE PROPOSITION of the Chairman
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.

74. To consider donation requests

a) Jigsaw Stage Productions

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Dunford
IT WAS RESOLVED that a donation of £1,000 be given to Jigsaw Stage Productions.

Councillor Hannaby agreed to bring to the attention of the District Council Cabinet Member responsible for The Beacon, the difference between the charging arrangements for The Beacon and Cornerstone in Didcot. **Action: Hannaby**

Councillor Nunn-Price left the meeting.

b) Sustainable Wantage

The recommendations of the Climate-emergency Sub-committee meeting held on 6 January 2020 were noted.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Goodman
IT WAS RESOLVED to approve the recommendations of the Climate-emergency Sub-committee regarding donations to Sustainable Wantage:

- i) Map local biodiversity and create a nature recovery network – donate £6,000
- ii) Scoping report to identify barriers to achieving reduction in carbon emissions - £975
- iii) Reuse and report mapping awareness raising - £900
- iv) Environmentally sustainable transport for the collection and distribution of resources from The Mix Community Space – a maximum of £1,986

The above was subject to progress reports on the projects being regularly given by Sustainable Wantage to the Climate Emergency Sub-committee and payments made, where appropriate, by instalments. **Action: Clerk**

64e) Update on application for S106 funding towards costs relating to the employment of a Town Centre Manager

The District Council officers were due to consider the Town Council's request for an initial S106 funding contribution of £17,000, towards the employment of a Town Centre Manager, on the following Thursday. The S106 officer was seeking formal confirmation that the Town Council recognised the obligations that it was entering into, and also accepted that it would bear any shortfall in S106 funding arising from the Town Centre Manager's employment.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Goodman
IT WAS RESOLVED to advise the District Council that the Town Council recognised and accepted the obligation to meet any shortfall in funding arising from the employment of a Town Centre Manager.

The Staffing Sub-committee had settled on two possible candidates for the job of Town Centre Manager. Each candidate possessed different but complementary skills. Given the Council's workload the Clerk had proposed to the Staffing Sub-committee that one candidate be recruited as the Town Centre Manager, per the job specification and that the other candidate be recruited in a complementary role for 10-15 hours per week. The proposal had been accepted by the Staffing Sub-committee.

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ON THE PROPOSITION of Councillor Johnson

SECONDED BY Councillor Wills-Wright

IT WAS RESOLVED that the Clerk should proceed to recruit both candidates in the manner proposed. **Action: Clerk**

75. Update on staffing matters

The Clerk reported that the role of the Deputy Town Clerk had developed well over the past year. The Town Centre Manager was being recruited on a pay band above that of the Deputy Town Clerk. The Clerk felt that this was difficult to justify and recommended that the two roles should be brought on to the same pay band.

ON THE PROPOSITION of Councillor Goodman

SECONDED BY Councillor Dunford

IT WAS RESOLVED that pay rate for the Deputy Town Clerk be moved to Scale 29 with effect from 1 February 2020.

The meeting came out of confidential session.

The meeting closed at 9.30 p.m.

WPF/KS

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Wantage Town Council

Accounts for Payment - November 2019 to January 2020

Date	Payee	Description	Powers	Ref	£
01/12/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/01/2020	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/12/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/12/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/12/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
01/01/2020	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/01/2020	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/01/2020	VWHDC	Rates for car park	OA1985	DD	£ 398.00
21/11/2019	NEST	Pension contribution payments	Office	DD	£ 297.79
21/12/2019	NEST	Pension contribution payments	Office	DD	£ 263.31
21/01/2020	NEST	Pension contribution payments	Office	DD	£ 257.01
21/11/2019	Staff - various	November payroll	Office/OA1985	Bacs	£ 7,454.15
21/12/2019	Staff - various	December payroll	Office/OA1985	Bacs	£ 6,938.62
21/01/2020	Staff - various	January payroll	Office/OA1985	Bacs	£ 6,441.98
05/01/2020	Coop Bank	Bank charges	LGA 72	DD	£ 30.00
04/11/2019	Barclays	Bank charges	LGA 72	DD	£ 24.85
05/12/2019	Barclays	Bank charges	LGA 72	DD	£ 15.12
09/01/2020	Barclays	Bank charges	LGA 72	DD	£ 17.43
		Total direct debits			£ 23,352.26
25/11/2019	Castle Water	Water for Larkhill allotments	Allotments	306546	£ 11.16
25/11/2019	Castle Water	Water for Grove Rd allotments	Allotments	306547	£ 6.40
25/11/2019	Castle Water	Water for Stockham Park allotments	Allotments	306548	£ 13.08
25/11/2019	SGW payroll	Payroll processing November	Office/OA1985	306549	£ 73.08
	Cancelled	Cancelled		306550	£ -
25/11/2019	Be Free Young Carers	1st instalment of annual grant	Leisure	306551	£ 1,250.00
02/12/2019	WP Falkenau	Survey Monkey subscription	Locality	306552	£ 384.00
02/12/2019	Mrs Floyd	Shed Bond repayment	Allotments	306553	£ 30.00
02/12/2019	Mrs Tavener	Allotment bond repayment	Allotments	306554	£ 25.00
02/12/2019	Red Corner	Photocopying charges November	Office	306555	£ 19.57
02/12/2019	L Smith	Bus shelter cleaning	LGA 1953	306556	£ 45.00
02/12/2019	N Haval	Subscription Love Wantage website	Information	306557	£ 432.00
05/12/2019	British Legion	Wreaths for Remembrance Day	S137	306558	£ 200.00
09/12/2019	CDC Electrical	Instal Christmas lights	Tourism	306559	£ 8,172.00
09/12/2019	Greenfield Partnership	Christmas trees	Tourism	306560	£ 1,662.00
20/12/2019	SGW payroll	Payroll processing December	Office/OA1985	306561	£ 69.60
	Cancelled	Cancelled		306562	£ -

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Date	Payee	Description	Powers	Ref	£
20/12/2019	Castle Water	Water for Grove Rd allotments	Allotments	306563	£ 39.19
20/12/2019	Castle Water	Water for Naldertown allotments	Allotments	306564	£ 19.73
20/12/2019	Castle Water	Water for Larkhill allotments	Allotments	306565	£ 26.61
20/12/2019	Castle Water	Water for statue area	OA1985	306566	£ 1.96
20/12/2019	Castle Water	Water for Stockham allotments	Allotments	306567	£ 13.08
06/01/2020	HMRC	3rd qtr PAYE	Office/OA1985	306568	£ 3,509.70
06/01/2020	Barclaycard	Xmas lights, Allotment items, accounts software	Tourism/LGA 72/ Allotments	306569	£ 743.37
16/01/2020	SGW Payroll	Payroll processing January	Office/OA1985	306570	£ 66.12
16/01/2020	White Horse Horticulture	Cemetery/Alfred's Well/Xmas trees/allotments	Burials/LGA 72/Tourism/Allot	306571	£ 1,440.00
16/01/2020	CDC Electrical	Removal of Christmas lights	Tourism	306572	£ 1,974.00
16/01/2020	V&D Museum	4th qtr grants	Office/OA1985	306573	£ 5,837.50
	cancelled	cancelled		306574	£ -
16/01/2020	Wantage TC	Funds transfer to Barclays - £25,000		306575	£ -
24/01/2020	VWHDC	Market Place licence change	Entertainment	306576	£ 23.00
24/01/2020	Drayton Construction	Install/remove canopy poles	Tourism	306577	£ 636.00
24/01/2020	Castle Water	Water for Grove Rd allotments	Allotments	306578	£ 40.49
24/01/2020	Castle Water	Water for Naldertown allotments	Allotments	306579	£ 20.39
24/01/2020	Castle Water	Water for Larkhill allotments	Allotments	306580	£ 27.50
24/01/2020	Castle Water	Water for statue area	OA1985	306581	£ 2.02
24/01/2020	Castle Water	Water for Stockham allotments	Allotments	306582	£ 13.51
	cancelled	cancelled		306583	£ -
24/01/2020	Red Corner Docmt Solns	Photocopying charges Dec	Office	306584	£ 72.77
27/01/2020	BT	Internet service	Office	306585	£ 129.72
27/01/2020	Barclaycard	Quickbooks & mobile top up	Office	306586	£ 39.62
27/01/2020	VWHDC	May 19 election - Segsbury	LGA 72	306587	£ 3,969.83
27/01/2020	VWHDC	May 19 election - Icknield	LGA 72	306588	£ 4,951.47
27/01/2020	WP Falkenau	PDF editor for Neighbourhood Plan	Locality	306589	£ 58.70
Total cheques					£ 36,049.17
Total payments November 2019 to January 2020					£ 59,401.43