

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 9 MARCH 2020, AT 7.30 P.M.**

- Committee Members present: Councillor A Crawford (Chairman)
Councillors T Gilhome, J T Hannaby, E L Johnson, J E Nunn-Price,
P O’Leary, I L Sheldon, C Walters and C H Wills-Wright.
- Others present: V Luker – Wantage Literary Festival (part).
D Walsh – King Alfred District Scouts (part)
J Mitchell – Wantage Summer Arts Festival (part)
R Collins – Ray Collins Charitable Trust (part)
S Head, G Hissey, M Hissey and K Hollister – VE75 Event Organisers (part)
One member of the public.
- Town Clerk: W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors I R Cameron, A Dunford, A Duveen, J Goodman, A C Menzies, and Major J Sibbald.

Declarations of Disclosable Pecuniary and other Interests

Councillor Hannaby declared non-pecuniary interests in the Summer Arts Festival, the British Legion Wantage branch and the Wantage Literary Festival.

Minutes of Meeting held on 27 January 2020

The minutes were approved and signed.

76. Statements and Questions from the Public

Mr Head gave a briefing on the VE75 event, planned for 8 May 2020. The organising team would welcome the Town Council’s support. Although the event would be free to the public, it would involve fundraising. Any excess funds raised would be donated in equal shares to the Hanney British Legion, the Challow British Legion and the national poppy appeal. Mr Head was thanked for his briefing.

77. Briefings by applicants for donation and grants requests

a) Wantage Literary Festival

Mrs Luker gave a briefing in support of the Festival’s donation request for £1,000. She advised that this year, there would be engagement with seventeen schools. She was thanked for her briefing.

b) King Alfred District Scouts

Mr Walsh gave a briefing in support of the Scouts grant application for £23,382. Funds were required to repair the roof of the Scouts’ Hall in Springfield Road. The overall cost was £64,188 and so far in the region of £25,000 had been secured from other sources. It was noted that energy efficiency and saving features were incorporated in the roof specification. Mr Walsh said that assistance from the Town Council in securing S106 funding, and funding from others, would be welcomed. Councillor Walters agreed to provide assistance. Mr Walsh was thanked for his briefing.

c) Wantage Summer Arts Festival

Mr Mitchell gave a briefing on this year's festival. He was seeking a donation of £1,200 towards promotional costs. Mr Mitchell was thanked for his briefing.

d) Ray Collins Charitable Trust re Carnival

Mr Collins was seeking a donation of £960 towards the cost of providing marshals to man the barriers at the carnival. He said that he was no longer able to find volunteers to do this work. He advised that any surplus made by the carnival would be re-invested in the community.

Mrs Luker, Mr Walsh, Mr Mitchell, Mr Collins, Mr and Mrs Hissey and Miss Hollister left the meeting.

78. Matters arising from the minutes

a) Update on CCTV

The Clerk had met the District Council officers. They were seeking an annual contribution of £6,000 from the Town Council towards the CCTV operating costs. They were reluctant to install a camera in Wallingford Street, even if the Town Council met the capital cost. They advised that the installation of any camera would need to meet their criteria. It was agreed that the Clerk should ask them how the figure of £6,000 was derived and the criteria for installing cameras. The comments of the Chamber of Commerce were to be sought and asked whether local businesses were likely to be willing to contribute to the costs? **Action: Clerk**

Mr Head left the meeting.

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

The proposal to place funds across a number of institutions, so that no one institution held more than the amount protected under guarantee, was incorporated into the Treasury and Investment Policy under agenda item 78 e) below. Interest received would be dependent upon the rates offered by each institution.

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

The working group had met on the 25 February. Mr Mitchell was to progress actions relating to this group. It was agreed that the working group should meet monthly. There was a need to produce a documented action and engagement plan. The Clerk was to ask Mr Mitchell to produce this. **Action: Clerk**

d) Standing Orders and Financial Regulations review

The Clerk had updated the standing orders and financial regulations with the changes proposed at a previous committee meeting. It was agreed to recommend that the standing orders be adopted, subject to the Clerk checking, and possibly amending, that the quorum for committees and sub-committees were a third of members with a minimum of three. **Action: Clerk**

It was agreed to recommend the adoption of the updated financial regulations.

e) Treasury and Investment Policy

It was agreed to recommend the adoption of the Treasury and Investment Policy.

f) Future arrangements for Youth Town Council

The Chairman was to follow up with Ms Hicks of Sweatbox.

Action: Crawford

g) Town Electorate meeting

It was agreed that Dr Davies be invited to attend the meeting.

Action: Clerk

POLICY

79. To consider the effectiveness of internal audit and internal controls (see Clerk's memorandum dated 4 March 2020)

The committee confirmed that the effectiveness of internal audit and internal control was satisfactory. It was agreed that at some stage the committee should meet the internal auditor to discuss his findings.

80. Minutes of the Climate Emergency Sub-committee meeting held on 13 February 2020

The minutes were noted.

81. Minutes of the Health Sub-committee meetings held on 24 January and 27 February 2020

The minutes were noted. There had been mentioned that the role of the sub-committee be widened to embrace 'wellbeing'. It was agreed to stick to the current terms and that a review of the terms of reference should be conducted.

Action: Clerk

82. To consider recording and formalising the Council's policies relating to markets and to consider proposal that new market traders be allowed the first four weeks of attendance free of charge.

It was agreed that the Town Centre Manager should liaise with Councillor Gilhome to produce a policy document covering the operation of the market. This was to be ready within a fortnight. Councillor Gilhome had indicated to traders at Cirencester market that they could attend Wantage market at no charge for a month.

ON THE PROPOSITION of Councillor O'Leary
SECONDED BY Councillor Johnson

IT WAS MOVED that new market traders be allowed the first four consecutive weeks of attendance free of charge pending the policy document being produced and adopted.

This was approved 5 in favour, three against.

83. To consider contribution from the Town Council to the VE75 Event on 8 May 2020

Deferred for consideration as a confidential item towards the end of the meeting.

84.. To consider whether to become a member of the Rural Market Towns Group

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Nunn-Price

IT WAS RESOLVED not to become a member of this group.

85. To consider request to lay gravel surface on access track at Larkhill allotment site

It was agreed to follow the practice adopted for the Grove Road allotments and provide three or four bags on an occasional basis.

MANAGEMENT AND FINANCE

86. Financial statements to February 2020

The financial statements were noted.

87. Accounts for payment

ON THE PROPOSITION of Councillor Wills-Wright
SECONDED BY Councillor O'Leary

IT WAS RESOLVED that accounts for payment in the sum of £24,635.13 (attached) be approved.

88. To consider whether to seek to rent additional office accommodation at The Beacon

The Beacon had indicated its willingness to consider renting the room on the second floor adjacent to the council's offices to the Town Council. The Clerk had been asked to suggest a rent amount. Having measured the room and compared with the rent rates applied to other offices, he felt a rent of £1,200 per annum would be reasonably appropriate. The Clerk advised that the room could be useful in allowing filing to be relocated from the main office and for use as an occasional meeting room.

ON THE PROPOSITION of Councillor Wills-Wright
SECONDED BY Councillor Sheldon

IT WAS RESOLVED that the Clerk should proceed to negotiate with The Beacon Director regarding the renting of the office space on the second floor. **Action: Clerk**

89. 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.

90. To consider donation requests

a) Wantage Literary Festival

Councillor Hannaby declared an interest and left the meeting for this item.

ON THE PROPOSITION of Councillor Gilhome
SECONDED BY Councillor Wills-Wright

IT WAS RESOLVED to give a donation of £1,000 to cover the cost of engagement with schools.

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c) Wantage Summer Arts Festival

ON THE PROPOSITION of Councillor Johnson
SECONDED BY Councillor Walters
IT WAS RESOLVED to give a donation of £1,200 to cover promotion costs.

d) Ray Collins Charitable Trust re Carnival

ON THE PROPOSITION of Councillor O'Leary
SECONDED BY Councillor Johnson
IT WAS RESOLVED to give a donation of £960 to the Trust to cover the cost of providing marshals.

b) King Alfred District Scouts

ON THE PROPOSITION of Councillor Gilhome
SECONDED BY Councillor Hannaby
IT WAS UNANIMOUSLY RESOLVED to provide a grant of £10,000 towards the cost of repairing the roof.

The Clerk was to advise the Scouts that the Town Council fully supports their aspirations to repair the roof, but there was a need to discuss further the provision of any grant beyond the amount offered. **Action: Clerk**

83. To consider contribution from the Town Council to the VE75 Event on 8 May 2020

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Wills-Wright
IT WAS RESOLVED to meet the cost of providing physical resources for the event up to a maximum amount of £3,500. The contribution was not to be used to meet the cost of acts.

The Clerk was seek a copy of the public liability insurance certificate for the event.

Action: Clerk

91. Staffing matters

The parking attendant was no longer able to conduct parking duties. He would continue to update the notice boards. The Clerk was to recruit a replacement parking attendant.

Action: Clerk

The meeting came out of confidential session.

The meeting closed at 9.55 p.m.

WPF

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Wantage Town Council

Accounts for Payment - February to March 2020

Date	Payee	Description	Powers	Ref	£
01/02/2020	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/03/2020	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
21/02/2020	NEST	Pension contribution payments	Office	DD	£ 270.03
21/02/2020	Staff - various	February payroll	Office/OA1985	Bacs	£ 7,026.64
03/02/2020	Barclays	Bank charges	LGA 72	DD	£ 15.81
06/03/2020	Barclays	Bank charges	LGA 72	DD	£ 18.17
Total direct debits					£ 7,530.65
11/02/2020	Jigsaw Stage Prodns	Donation	Entertainment	306590	£ 1,000.00
11/02/2020	Sustainable Wantage	Donations	S137	306591	£ 4,930.00
27/02/2020	S O'Driscoll	Cemetery entrance artwork	Arts	306592	£ 7,920.00
27/02/2020	Glasdon UK Ltd	Bollards	Highways	306593	£ 73.08
27/02/2020	Barclaycard	Quickbooks, name tags, PIW frame	Office	306594	£ 117.29
27/02/2020	Umami	Refreshments - Volunteers Reception	S137	306595	£ 761.52
27/02/2020	L Smith	Bus shelter cleaning	LGA 1953	306596	£ 45.00
02/03/2020	Be Free Young Carers	2nd instalment of annual grant	Leisure	306597	£ 1,250.00
02/03/2020	Wantage Silver Band	Remembrance Day music	Entertainment	306598	£ 420.00
02/03/2020	SGW payroll	Payroll processing February	Office/OA1985	306599	£ 69.60
02/03/2020	V&D Museum	Balance of annual grant	Tourism	306600	£ 500.00
02/03/2020	Red Corner Docmt Solns	Photocopying charges Dec	Office	306601	£ 17.99
Total cheques					£ 17,104.48
Total payments February to March 2020					£ 24,635.13