

## **Wantage Town Council**

### **Record of decisions made by members of Wantage Town Council over the period of 21 to 24 March 2020**

Late on Friday 20 March, the Town Council received the following advice from the National Association of Councils (NALC):

“We are expecting government guidance on holding meetings remotely early next week, and NALC will also produce further guidance next week. In the meantime, if local councils decide to not hold meetings and take decisions by email or other remote methods NALC feels it’s likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures.”

As a result, the Council meeting called for the 23 March 2020 (agenda attached) was cancelled subject to agreement being achieved on a number of agenda items. It was agreed that decisions on these items should be dealt with by email. On 21 March 2020 the Town Clerk sent an email asking councillors to respond to the following questions:

1. Minutes of the Council meeting held on 24 February 2020 - Do you agree that these are an accurate record? YES/NO
2. Agenda items 76 to 79 Committee minutes - Do you agree that these minutes should be adopted? YES/NO
3. Agenda item 80. Treasury and Investment Policy.- Do you support the adoption of this policy? YES/NO
4. Agenda item 81. Financial Regulations - Do you support the adoption of the regulations? YES/NO
5. Agenda item 82. Amended standing orders dated 18 March 2020, incorporating paragraph 26 Emergency Consultation Panel (ECP) - Do you support the adoption of the amended standing orders? YES/NO
6. Agenda item 87. Do you support that an emergency situation exists? YES/NO

Between the 21 and 22 March, the following councillors responded with a ‘yes’ by email to all the questions: Councillors Major J Sibbald, Dr I R Cameron, A Crawford, A Dunford, T Gilhome, JT Hannaby, E L Johnson, A C Menzies, J E Nunn-Price, I L Sheldon, Dr C Walters and C H Wills-Wright.

No councillors responded with a ‘no’.

This above was deemed to be an affirmative decision of the Wantage Town Council.  
Arising from this:

- the minutes of the Council meeting held on 24 February 2020 are deemed to be accurate and will be signed in due course
- the committee minutes specified on the agenda for the 23 March Council meeting are deemed adopted and Council staff will proceed to work on actions mentioned in the minutes. The minutes are available on the Council’s website

- the Treasury and investment Policy, Financial Regulations and Standing Orders are all deemed to be adopted and have been posted on the Council's website for inspection
- it is accepted that an emergency situation currently exists and that Standing Order 26 now applies until the emergency situation is over.

On Monday 23 March 2020, the Clerk sent a further email to all councillors asking whether they wished to support the proposal under the agenda item 84 that “.. the £960 recommended grant to the Ray Collins Charitable Trust, for the Carnival that has now been cancelled, and a further £5,000 be donated to this trust to support the costs of the Coronavirus Support Group initiative.” By midday on 24 March thirteen councillors had responded giving their support. Although a decision on this could have been made by the Clerk in agreement with the Emergency Consultation Panel, the Clerk felt there was a need to give councillors the opportunity to indicate their support.

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## WANTAGE TOWN COUNCIL

Council Offices,  
Portway,  
Wantage, OX12 9BX

WPF

18 March 2020 (amended)

Dear Sir/Madam,

I am instructed by the Town Mayor, Councillor Major J Sibbald, to convene a meeting of the Wantage Town Council to be held in **the Vale and Downland Museum, Church Street, Wantage OX12 8BL (please note venue)**, on Monday, 23 March, 2020 at 7.30 pm.

Yours faithfully,

W.P. Falkenau  
Town Clerk/Treasurer

### **BUSINESS TO BE TRANSACTED**

Apologies for absence.

Declarations of Disclosable Pecuniary Interests

Minutes of the Council meeting held on 24 February 2020.

74. Statements and Questions from the public.
75. Matters arising from the Council meetings held on 10 and 24 February 2020.
76. Planning Committee  
To receive and consider the minutes of the meetings held on 10 February and 2 March 2020.
77. Leisure and Amenities Committee  
To receive and consider the minutes of the meeting held on 24 February 2020.
78. Promotion, Communications and Events Committee  
To receive and consider the minutes of the meeting held on 16 March 2020.
79. Policy, Management and Finance Committee  
To receive and consider the minutes of the meeting held on 9 March 2020.
80. To consider adoption of Treasury and Investment Policy.
81. To consider adoption of updated Financial Regulations.

82. To consider special resolution to adopt amended standing orders dated 18 March 2020, incorporating paragraph 26 Emergency Consultation Panel proposed by Councillors Cameron, Crawford, Duveen, Gilhome, Goodman, Menzies, Sheldon, Sibbald, Walters and Wills-Wright
83. To consider procedure for commenting on planning applications during period in which formal committee meetings cannot be held.
84. To consider proposal that the £960 recommended grant to the Ray Collins Charitable Trust, for the Carnival that has now been cancelled, and a further £5,000 be donated to this trust to support the costs of the Coronavirus Support Group initiative.
85. District and County Councillors' reports.
86. Town Mayor's communications.
87. To declare that an emergency situation exists, due to Coronavirus, where the Town Council is unable to conduct its business through meetings and that section 26 of Standing Orders "Emergency Consultation Panel" (see below) will apply until the emergency is over.

*"26. Emergency Consultation Panel*

*In circumstances where the Town Council is unable to conduct its business through meetings due to a national emergency, or a similar situation, standing orders shall be suspended and the Clerk, as the Council's Proper Officer and Responsible Financial Officer shall be given delegated authority to make decisions on the Council's behalf, subject to the agreement of an Emergency Consultation Panel (EPC). The members of the EPC shall be the Town Mayor and the chairmen of the standing committees. The Clerk will be guided by the views of a majority of the EPC. During the period in which these circumstances pertain, the Clerk will have the same authority level as the Council itself."*

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Statements and Questions from members of the public

There is an agenda item at the beginning of each meeting "Statements and questions from the public". This is an opportunity for members of the public to personally raise with the Council points of issue or concern.

Advance notice must be given. A guide on the rules and procedures relating to this is available from the website [www.wantagetowncouncil.gov.uk](http://www.wantagetowncouncil.gov.uk) under 'Council Information'.

**Please note this meeting replaces the Council meeting scheduled for 30 March 2020. There will be no Council or Plans Only meeting on 30 March.**