

**MINUTES OF THE VIRTUAL MEETING OF THE POLICY, MANAGEMENT AND  
FINANCE COMMITTEE OF WANTAGE TOWN COUNCIL HELD ONLINE USING  
ZOOM ON MONDAY, 20 JULY 2020 AT 7.30P.M.**

- Committee members: Councillor A Crawford (Chairman)  
Councillors I R Cameron, O C Curley (part), A Dunford, A. Duveen,  
T Gilhome, JT Hannaby, E L Johnson, A C Menzies, P M O’Leary,  
I L Sheldon, J Sibbald, C Walters and C H Wills-Wright.
- Others: Major Wayne Thrussell  
3 members of the public
- Town Clerk: W P Falkenau

**Apologies for Absence**

Apologies for absence were received from Councillor J Goodman Councillor O C Curley had given apologies for late arrival.

**Declarations of Disclosable Pecuniary Interest**

None.

**To approve the minutes of the meeting held on 8 June 2020**

The minutes were approved.

**12. Statements and Questions from the Public**

None.

Councillor Curley joined the meeting.

**13. Briefings by applicants for donations and grants**

a) Oxfordshire Army Cadet Club – Wantage Branch

Major Thrussell briefed the meeting on his proposal to update some of the equipment used by the cadets and also to provide support for cadets from low income families enabling them to attend events. A donation of £1,500 was being sought. Major Thrussell was thanked for his briefing.

**14. Matters arising from the minutes**

a) Update re CCTV

The District Council had advised that upgrades to the CCTV cameras were likely to take place within the next 12 – 18 months. The Clerk had emailed the local community police regarding the endorsement for the provision of a CCTV camera in Wallingford Street but had not yet received a response.

b) Update on opening accounts with financial institutions

With the easing of Covid-19 restrictions the Clerk hoped to obtain signatures from Councillors in order to proceed with opening accounts. **Action: Clerk**

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

The Clerk provided an update regarding the pedestrianisation of the western end of the Market Place which had been implemented on 4 July. A number of issues had been

raised but so far there had been no major problems. The Clerk was arranging to have a mirror installed on Church Street to assist visibility for vehicles emerging from The Cloisters. A barrier was also to be installed outside Hazel Interiors to make it easier for vehicles to safely exit from Alfred Street.

d) Youth Community Project

Ms Hicks of Sweatbox had been advised of the approval of the Council for her to take on the Youth Community Project and a portion of the grant had been paid to Ms Hicks with the expectation that the Youth Community Project would start in the September term.

e) Market Policies and Procedures

The Clerk reported that the policies and procedures had not progressed due to the current Covid-19 situation but would be addressed as soon as possible.

f) Future ownership and maintenance responsibilities for the Manor Road Memorial Park

The Clerk had contacted the District Council and an officer had been assigned to liaise with the Clerk on this. It was hoped discussions would take place in the near future. Councillor Hannaby requested to be involved in the discussions and to broaden these to include installing Changing Places facilities within the public toilets in Portway car park. It was agreed to widen the discussions as proposed. **Action: Clerk**

g) Reopening the High Street Safely Fund

A formal response to the Town Council's grant request had not been received from the District Council, but it was known that it had decided to manage the grant funds itself, as opposed to distributing it to other councils. The Town Council had already agreed that it would proceed with the initiatives proposed to the District Council, irrespective of whether funding was forthcoming from it.

ON THE PROPOSITION OF Councillor Wills-Wright  
SECONDED BY Councillor Cameron

IT WAS RESOLVED that the Clerk, in consultation with the Chairman, should communicate to the District Council, the Town Council's concerns and expectations regarding the utilisation of funding and how it will communicate with Town Council about this. **Action: Clerk**

Communications had been prepared by the Town Team ready for distribution.

ON THE PROPOSITION OF Councillor Cameron  
SECONDED BY Councillor Dunford

IT WAS RESOLVED that the Mayor and Committee Chairmen, in consultation, be authorised to approve any communications to be distributed relating to the Reopening the High Street Safely initiative.

h) Letter of thanks re Covid-19 response

The Town Mayor had drafted a letter for the Clerk to review. The letter will be published on the Town Council website and sent out to local organisations that have been providing support to the community during the Covid-19 crisis.

## **POLICY**

**15. To consider policy regarding retention of Zoom meeting recordings.**

ON THE PROPOSITION OF Councillor Johnson

SECONDED BY Councillor Dunford

IT WAS RESOLVED that all Zoom meeting recordings should be deleted after the written minutes to which they relate have been approved as accurate. **Action: Clerk**

**16. To consider whether to extend waiving of market tolls beyond end of July**

ON THE PROPOSITION OF Councillor Sheldon

SECONDED BY Councillor Gilhome

IT WAS RESOLVED that the committee would recommend to Town Council that market tolls be waived until the end of September.

It was agreed that the Clerk would publicise on the Town Council website that the market fees had been waived since April to support traders during the Covid-19 Crisis.

**Action: Clerk**

**17. Minutes of Climate Emergency Sub-committee meeting held on 29 June 2020.**

The minutes were considered.

ON THE PROPOSITION OF Councillor Dunford

SECONDED BY Councillor Johnson

IT WAS RESOLVED that the minutes be adopted.

**18. Minutes of the S106 Sub-committee meeting held on 2 July 2020.**

The minutes were noted.

ON THE PROPOSITION OF Councillor Hannaby

SECONDED BY Councillor Wills-Wright

IT WAS RESOLVED that the S106 committee be dissolved and responsibilities split between all other relevant committees. The Planning committee would take responsibility for identifying where new S106 funding bids can be made. The responsibility for spending S106 funds was to be given to each relevant committee and overseen by this committee.

**19. Report from Health Sub-committee meeting held on 16 July 2020.**

Councillor Hannaby reported that the Health Sub-committee had a very productive meeting and provided an overview of the meeting with HOSC which was attended by her. It was noted that further discussions regarding the future of Wantage Community Hospital had been delayed to January 2021.

## **MANAGEMENT AND FINANCE**

**20. Balance Sheet and Accounts as at 31 March 2020.**

The Balance Sheet and Accounts were noted. It was queried if the full amount relating to the cemetery artwork had been spent? The Clerk confirmed there was £500 due to be spent from the £8,600 given by the District Council. The remaining £500 was to be held on to for any future maintenance. The Clerk hoped to have the internal auditor's report for the next Council meeting.

**21. Accounts for Payment.**

ON THE PROPOSITION of Councillor Crawford  
SECONDED BY Councillor Sibbald  
IT WAS RESOLVED that accounts for payment in the sum of £72,463.12 (attached) be approved.

**22. General correspondence**

Vehicles parking overnight on the Market Square

Following the French Market on Friday 17th July, the western end car park had been left closed to await the arrival of the weekly market on the Saturday morning. The following morning the market area on the eastern side had been blocked by four cars that had been parked overnight. The stalls on the eastern side are generally three metres wide and can be placed around the cars. This would have been a much bigger problem if parked on the western side where there are larger stalls. A request had been made by a market trader to close the car park at the western end overnight on every Friday. It was felt, however, that this was a one-off occurrence and it was decided that the situation would be monitored and further discussions would take place should it happen again.

**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.

**23. To consider donation requests**

a) Oxfordshire Army Cadet Force, Wantage Department

ON THE PROPOSITION OF Councillor Dunford  
SECONDED BY Councillor Sheldon  
IT WAS RESOLVED that a donation of £1,500 to the Army Cadet Force be made.

**24. To consider correspondence relating to the part pedestrianisation of the Market Place**

A further option (Option 10) to extend pedestrian space in the Market Place had been developed following a meeting and correspondence with County Council officers. The option had been tested using tracking software. The next stage was to refer the option back to the County Council to determine whether it was feasible and acceptable.

ON THE PROPOSITION OF Councillor Sibbald  
SECONDED BY Councillor Sheldon  
IT WAS RESOLVED that the Clerk refer Option 10 to the County Council for its consideration. **Action: Clerk**

ON THE PROPOSITION OF Councillor Crawford  
SECONDED BY Councillor Johnson  
IT WAS RESOLVED that subject to Option 10 being deemed feasible and acceptable by the County Council, the plan would be promulgated to the public and other parties, with a history and explanation of how the plan was arrived at and developed. A questionnaire would be produced to assess public opinion. The Chairman agreed to prepare a document for consideration. **Action: Crawford**

There was a discussion about concerns and objections to the closure of the western end of the Market Place. It was agreed that the Council should engage with those expressing concerns

with a view to seeking solutions, but there was a commitment to the long term pedestrianisation of the area. These were matters that could be referred to the working group that had been established to pursue the longer term pedestrianisation of the area.

**Action: Clerk**

**25. Staffing matters**

The Council staff were to be briefed on the Option 10 by Councillor Sibbald.

**Action: Sibbald**

The Clerk was to ensure that they were coping with the situation and issues arising from the Market Place temporary pedestrianisation.

**Action: Clerk**

Councillor Sibbald reported on persons and organisations that he was putting forward for awards.

The meeting came out of the confidential session.

The meeting closed at 9.48 pm.

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**Wantage Town Council**

**Accounts for Payment - June to July 2020**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
01/07/2020	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
21/06/2020	NEST	Pension contribution payments	Office	DD	£ 383.55
21/07/2020	NEST	Pension contribution payments	Office	DD	£ 379.35
21/06/2020	Staff - various	June payroll	Office/OA1985	Bacs	£ 9,299.91
21/07/2020	Staff - various	July payroll	Office/OA1985	Bacs	£ 11,660.22
01/07/2020	VWHDC	Cemetery Rates	Burials	DD	£ 75.00
01/07/2020	VWHDC	Rates for Market	OA1985	DD	£ 247.00
01/07/2020	VWHDC	Rates for car park	OA1985	DD	£ 404.00
03/07/2020	Co-op Bank	Bank charges	LGA 72	DD	£ 30.00
14/07/2020	BNP Paribas	Copier rental	Office	DD	£ 179.19
		<b>Total direct debits</b>			<b>£ 22,758.22</b>
04/06/2020	Barclaycard	Quickbooks subscription	Office	Online	£ 36.00
11/06/2020	White Horse Horticulture	Cemetery/play area grass cutting and mtce	Burials/open spaces	Online	£ 1,110.00
11/06/2020	Oxford County Council	Rent Larkhill allotments	Allotments	Online	£ 239.63
11/06/2020	SGW Payroll	May payroll processing charges	Office/OA1985	Online	£ 73.08
11/06/2020	EM Erbsmehl	Burial deposit return	Burials	Online	£ 110.00
01/07/2020	Charlton Envmt	Town weedkilling treatment	Highways	Online	£ 930.00
02/07/2020	Safefence	Road barriers	Highways	Online	£ 872.87
07/07/2020	SGW Payroll	June payroll processing charges	Office/OA1985	Online	£ 73.08
07/07/2020	L. Smith	Installing town flags	Tourism	Online	£ 325.00
07/07/2020	N Haval	Hosting/support Love Wantage website	Tourism	Online	£ 432.00
07/07/2020	Arts Hub Wantage	Donation	Entertainment	Online	£ 1,000.00
07/07/2020	Windowflowers Ltd	Floral displays	Tourism	Online	£ 3,836.40
07/07/2020	Letcombe Brook Project	1st half grant	Leisure	Online	£ 4,725.00
07/07/2020	Wantage IAC	1st half grant	Information	Online	£ 5,000.00
07/07/2020	HMRC	1st quarter PAYE	Office/OA1985	Online	£ 5,518.18
07/07/2020	Oxford Building Svcs	Repairs to cemetery roadway	Burials	Online	£10,739.88
07/07/2020	Barclaycard	Quickbooks, town flags, mobile top up	LGA 72/Tourism	Online	£ 221.65
08/07/2020	Vale & Downland Museum	1st half grant museum	Leisure	Online	£ 9,500.00
08/07/2020	Vale & Downland Museum	1st half grant visitor point	Tourism	Online	£ 3,175.00
10/07/2020	M Merchant	Artwork for Freedom event poster	LGA 72	Online	£ 90.00
10/07/2020	BT	Telephone services	LGA 72	Online	£ 51.67
10/07/2020	WH Darby	Mayor's chain repair	LGA 72	Online	£ 324.83
10/07/2020	Netwise	London Bridge app	LGA 72	Online	£ 99.00
10/07/2020	Castle Water	Water supply by statue	OA1985	Online	£ 13.55
19/07/2020	White Horse Horticulture	Cemetery/play area grass cutting and mtce	Burials/open spaces	Online	£ 1,135.00
19/07/2020	SGW Payroll	May payroll processing charges	Office/OA1985	Online	£ 73.08
		<b>Total online payments</b>			<b>£ 49,704.90</b>
		<b>Total payments June to July 2020</b>			<b>£ 72,463.12</b>