

**MINUTES OF THE VIRTUAL MEETING OF THE WANTAGE TOWN COUNCIL
HELD ONLINE USING ZOOM, ON MONDAY 8 FEBRUARY 2021, AT 7.30 P.M.**

Councillors present: Councillor Major J Sibbald (Town Mayor)
Councillors I R Cameron A Dunford, A Duveen,
J Goodman, J T Hannaby, E L Johnson,
A C Menzies, P O'Leary, I L Sheldon and
C H Wills-Wright.

Others present: County Councillor J Hanna
Two member of the public

Clerk: W P Falkenau.
Deputy Clerk: S Sanders

Apologies for absence

Apologies for absence were received from Councillors A Crawford and A Gilhome.

The meeting held a minutes silence in memory of the citizens of Wantage who had passed away from Covid-19 over the past year and of Captain Sir Tom Moore.

Declarations of disclosable pecuniary interests

None.

Minutes of the Council meeting held on 14 December 2020

Item 63 was corrected:

“ON THE PROPOSITION of Councillor Crawford
SECONDED by Councillor Wills-Wright”

The minutes, as amended, were approved.

67. Statements and questions from the public

None.

68. Matters arising from the Council meetings held on 30 November and 14 December 2020

54.19 "COVID-19 Safer Public Spaces Proposal" survey

The survey had not yet been published on the website.

Action: Sibbald

69. Minutes of the Planning Committee meetings held on 30 November and 14 December 2020, and 4 and 18 January 2021.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Johnson
IT WAS RESOLVED that the minutes be adopted.

70. Minutes of the Leisure and Amenities Committee meeting held on 11 January 2021

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Johnson
IT WAS RESOLVED that the minutes be adopted

71. Minutes of the Promotion, Communications and Events Committee meeting held on 1 February 2021

ON THE PROPOSITION OF Councillor Wills-Wright
SECONDED BY Councillor Hannaby
IT WAS RESOLVED that the minutes be adopted.

72. Minutes of the Policy, Management and Finance Committee meeting held on 25 January 2021

60. Contribution to local schools to meet the cost of free school meals over the February half-term

The actual amount paid to schools was £4,935.

ON THE PROPOSITION OF Councillor Sheldon
SECONDED BY Councillor Menzies
IT WAS RESOLVED that the minutes, as amended, be adopted.

73. To consider whether to extend waiving of market tolls beyond end of February

ON THE PROPOSITION of Councillor Hannaby
SECONDED by Councillor Dunford
IT WAS RESOLVED to extend the waiving of the market tolls to the end of April 2021.

74. To review and confirm budgets for 2021/22

ON THE PROPOSITION of Councillor Wills-Wright
SECONDED by Councillor Duveen
IT WAS RESOLVED to confirm the budgets as per the statements below.

75. To review and confirm adoption unchanged of the following:

- a) Code of conduct**
- b) Risk assessment**
- c) Treasury and investment policy**

ON THE PROPOSITION of Councillor Hannaby
SECONDED by Councillor Duveen
IT WAS RESOLVED to confirm adoption of the Code of Conduct, Risk Assessment and Treasury and Investment Policy, unchanged.

76. To review and adoption of Standing Orders and Financial Regulations with the following changes:

- a) The contract amount for which tenders are required to be reduced from £50,000 to £25,000.**
- b) The credit limit for the credit card to be set at £3,000.**
- c) The use of petty cash to be discontinued.**

ON THE PROPOSITION of Councillor Goodman
SECONDED by Councillor Hannaby
IT WAS RESOLVED to adopt changes to Standing Orders and Financial Regulations, as detailed above.

The Clerk was to amend the documents and publish them on the Council's website.

Action: Clerk

77. District and County Councillors' reports.

District Council

The Beacon was being reopened as a Covid test centre.

County Council

The tests being conducted at the Beacon would be for those in Oxfordshire who were asymptomatic with public facing working roles. There was still no local testing for those with symptoms.

Consideration by HOSC of a report on the OX12 project, prepared by its Task and Finishing Group, had been deferred from 4 February to 22 April, thus delaying consideration of local health provision issues even further. A meeting of the Health Subcommittee was to be called to receive informal feedback from members of the Task and Finishing Group concerning its report. **Action: Clerk**

The County Councillors were due to meet a highway officer to work out a plan for future repair works. Councillors were invited to advise of any roadways or pavements requiring attention. **Action: All**

78. Town Mayor's communications.

The Town Mayor's communications were available to view on the Town Council's Website. He reported on activities he had been involved in since the previous meeting.

The meeting closed at 8.07 p.m.

WPF

WANTAGE TOWN COUNCIL

PRECEPT AND RESERVES WORKING SHEET 2021/2022

	£	2020/2021 Budget £
1. GENERAL RESERVES MOVEMENT		
Balance of General Reserves 31 March 2020	342,753	291,877
Precept 2020/21	344,400	344,400
Total funds available	<u>687,153</u>	<u>636,277</u>
Forecast Committee Expenditure 2020/21		
Leisure and Amenities	(73,292)	(75,701)
Planning	(4,000)	(4,500)
Promotion, Communication and Events	(50,961)	(23,150)
Policy, Management and Finance	(201,323)	(245,050)
Total Forecast Committee Expenditure	<u>(329,576)</u>	<u>(348,401)</u>
Transfers to/from Capital and Project Reserves 2020/21		
Be Free Young Carers	2,500	
Sustainable Wantage Projects	5,000	
Town Centre Manager	15,000	
Cemetery artwork	500	
Wantage Silver Band	(10,000)	
Elections	(5,000)	
Balance of General Reserves 31 March 2021	<u>365,577</u>	<u>287,876</u>
Balance of Capital and Project Reserves 31 March 2021	287,838	272,196
Estimate Committee Expenditure 2021/2022		
Leisure and Amenities	(94,306)	
Planning	(19,500)	
Promotion, Communication and Events	(86,750)	
Policy, Management and Finance	(372,670)	
Total Estimate Committee Expenditure	<u>(573,226)</u>	
Transfers to/from Capital and Project Reserves 2021/2022	-	
Cemetery Land Development	20,000	
Community Infrastructure Levy	27,893	
Precept 2021/2022	344,400	
Balance of General Reserves 31 March 2022	<u>184,644</u>	

2. CAPITAL AND PROJECT RESERVE

	Balance b/f 1.4.2020 £	Additions/ (Reductions) 2020-21 £	Additions/ (Reductions) 2021-22 £	Balance at 31.3.2022 £
Cemetery Land Development	20,000		(20,000)	-
Community support/infrastructure projects	100,000			100,000
Neighbourhood Plan projects	120,000			120,000
Town Centre Manager	15,000	(15,000)		-
Cemetery artwork	1,500	(500)		1,000
Sustainable Wantage Projects	5,000	(5,000)		-
Be Free Young Carers	2,500	(2,500)		-
Burial reservations	3,945			3,945
Wantage Silver Band	-	10,000		10,000
Elections	-	5,000		5,000
Community Infrastructure Levy	17,196	10,697	(27,893)	-
Total	285,141	2,697	(47,893)	239,945

WANTAGE TOWN COUNCIL

LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2020/2021 Actual YTD £	2020/2021 Budget £	2020/2021 Forecast £	2021/2022 Estimate £
INCOME				
Allotments	3,620	3,400	3,800	3,800
Cemetery	2,535	6,000	6,000	6,000
Fair Tolls	-	2,410	-	2,475
Market Tolls	399	11,000	3,000	12,000
Misc	-	-	-	-
Parking Fines	520	1,000	1,000	3,000
Grants and provisions	-	-	-	-
VC Forecourt	-	30	-	30
TOTAL INCOME	7,074	23,840	13,800	27,305
EXPENSES				
Allotment:				
Maintenance	212	1,500	500	1,500
Clearance	-	1,000	-	1,000
Water	315	600	500	600
Rent	790	850	790	850
Allotment-Other	-	-	-	-
TOTAL Allotment	1,317	3,950	1,790	3,950
Car Park MP:				
Attendant	825	7,300	1,325	3,000
Rates	3,638	4,000	4,040	4,500
Car Park MP-Other	-	500	500	500
TOTAL Car Park MP	4,463	11,800	5,865	8,000
Cemetery:				
Cemetery hedge/trees	550	1,000	550	1,000
Cleaning/clearance	700	2,200	1,600	2,200
Grasscutting	3,800	7,700	6,650	7,700
Maintenance	150	1,800	3,130	1,800
Roadway repairs	8,950	10,000	8,950	-
Rates	787	750	800	1,000
Tree maintenance	350	1,000	1,000	1,000
Cemetery-Other	52	-	-	25,000
TOTAL Cemetery	15,339	24,450	22,680	39,700
Fairs:				
Attendant	-	600	-	600
Closure	-	241	-	241
Clean up	-	-	-	-
TOTAL Fairs	-	841	-	841
Market Sq:				
Attendant	8,372	10,000	10,000	6,000
Floral displays	5,297	3,500	5,297	5,500
Christmas displays	9,778	13,400	13,400	13,400
Statue clean	80	-	-	-
Rates	1,557	2,500	2,500	2,500
Shed rent	900	1,200	1,200	1,200
Market Sq-Other	-	500	-	500
TOTAL Market Sq	25,984	31,100	32,397	29,100

LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2020/2021 Actual YTD £	2020/2021 Budget £	2020/2021 Forecast £	2021/2022 Estimate £
Street Furniture (includes bus shelters)	686	6,500	1,000	7,000
Street name signs	-	-	-	10,000
Salt bins	-	1,200	-	1,200
VC Forecourt wages	14,247	12,500	19,000	15,000
VC Forecourt mtce	-	1,000	-	1,000
Weedkilling	1,550	3,000	2,325	3,000
Tables and chairs	485	1,000	485	-
Other	-	-	-	500
	16,968	25,200	22,810	37,700
Play Areas:				
Grasscutting	500	650	750	770
Maintenance	-	50	-	50
Play Areas-Other	-	500	-	500
TOTAL Play Areas	500	1,200	750	1,320
Projects:				
Alfred's Bath	300	1,000	800	1,000
Other	-	-	-	-
	300	1,000	800	1,000
TOTAL Expenditure	64,871	99,541	87,092	121,611
TOTAL INCOME - EXPENSES	(57,797)	(75,701)	(73,292)	(94,306)

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WANTAGE TOWN COUNCIL**PLANNING COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET**

	2020/2021 Actual YTD £	2020/2021 Budget £	2020/2021 Forecast £	2021/2022 Estimate £
EXPENSES				
Neighbourhood Plan				
Consultations	-	-	1,500	-
Consultants	-	-	2,500	-
Inspection/referendum	-	-	-	15,000
Deputy Clerk support	-	-	-	-
Contingency	-	-	-	-
	-	-	4,000	15,000
Traffic Calming Measures				
Speed checks	-	500	-	500
VAS	-	4,000	-	4,000
TOTAL Expenditure	-	4,500	4,000	19,500

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PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2020/2021 Actual YTD £	2020/2021 Budget £	2020/2021 Forecast £	2021/2022 Estimate £
INCOME				
Town Centre Manager	-	26,500	-	16,500
EXPENSES				
PC&E:				
Town Centre Manager/Town Project Coordinator	17,000	26,500	34,000	35,000
Town Centre Manager projects	-	-	1,500	5,000
Covid-19 initiatives	6,831	-	9,000	-
Events	478	10,000	1,000	20,000
Town Flags	562	1,500	562	1,500
Mobiloo	-	2,000	-	2,500
Volunteers' Reception	-	1,500	-	1,500
Awards	-	-	-	-
Newsletter	2,276	5,000	3,750	6,250
Websites	809	650	1,000	1,000
Website accessibility	149	2,000	149	-
LED information signs	-	-	-	30,000
Other	-	500	-	500
TOTAL PC&E	28,105	49,650	50,961	103,250
TOTAL EXPENDITURE PC&E	28,105	23,150	50,961	86,750

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WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE CTTEE - FINANCIAL STATEMENT AND EST WORKSHEET

	2020/21 Actual YTD £	2020/21 Budget £	2020/21 Forecast £	2021/22 Estimate £
PM&F				
INCOME:				
Bank interest		3,000	3,000	3,000
EXPENSES				
Grants:				
Children's Centre	10,500	10,500	10,500	11,025
Donations	17,710	15,000	20,000	15,000
Dickensian Evening	-	1,500	-	1,500
IAC	5,000	10,000	10,000	10,500
Sweatbox	6,300	12,600	12,600	13,230
Youth Community Project	500	-	-	1,000
Letcombe Brook project	9,450	9,450	9,450	10,000
Museum	14,250	19,000	19,000	19,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	3,150	3,150	3,150	5,000
Twinning	-	-	-	-
Be Free Young Carers	7,500	5,000	7,500	5,000
Summer Festival	-	-	-	1,500
Wantage and Grove Street Pastors	-	500	-	500
Wantage Silver Band	-	-	-	-
Wantage Counselling	-	3,150	3,150	3,150
TOTAL Grants	79,122	96,200	101,700	102,755
STAFF COSTS				
Salaries:				
Salary Admin	484	1,000	800	800
Salaries-Other	56,375	100,000	76,500	80,000
TOTAL Salaries	56,859	101,000	77,300	80,800
Staff Training	255	750	500	750
Total Staff Costs	57,114	101,750	77,800	81,550
OFFICE COSTS				
Office Mtce:				
Rates and utilities				
Office Mtce-Other	-	2,000	-	2,000
TOTAL Office Mtce	-	2,000	-	2,000
Office Admin:				
Photocopier	333	800	700	800
Postage	260	800	800	390
Stationery	21	1,000	150	400
Telephone	563	1,000	1,000	1,000
Office 365	1,993		1,993	2,000
Zoom subscription	784		784	850
Office Admin-Other		100	100	100
	3,954	3,700	5,527	5,540
External Audit	-	800	1,000	1,000
Internal Audit	350	700	700	750
Bank Chrg	159	400	280	300
Clerk's Exps	-	100	-	100
Computers	2,174	500	2,500	500
Total Office Costs	6,637	8,200	10,007	10,190

WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE CTTEE - FINANCIAL STATEMENT AND EST WORKSHEET

	2020/21	2020/21	2020/21	2021/22
	Actual YTD £	Budget £	Forecast £	Estimate £
Health & Safety				
Insurance	3,417	3,600	3,417	3,600
Mayor's Chain/badges	271		-	-
Mayor's Exps	1,120	2,800	2,800	2,875
Civic Visits	-	1,500	-	3,500
Election	-	-	-	-
Freedom of Town	-	1,500	-	1,500
Subscriptions	1,999	2,000	1,999	2,100
Sundry	66	500	100	100
	6,873	11,900	8,316	13,675
HEALTH SUB-COMMITTEE	-	-	-	-
SCHOOL MEAL VOUCHERS	-	-	9,000	-
CCTV CONTRIBUTION	-	-	-	7,500
WEST END PEDESTRIANISATION	-	-	-	75,000
TEMPORARY PEDESTRIANISATION	-	-	-	5,000
MANOR ROAD PARK MTCE	-	-	-	30,000
MANOR ROAD PARK CAPITAL	-	-	-	30,000
CLIMATE EMERGENCY SC	-	10,000	5,000	20,000
YOUTH TOWN COUNCIL	-	5,000	-	-
PCSO contribution	-	15,000	-	-
TOTAL EXPENDITURE	149,746	248,050	204,323	375,670
TOTAL PM&F NET EXPENDITURE	149,746	245,050	201,323	372,670

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