

**MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL  
HELD ONLINE USING ZOOM, ON MONDAY, 14 DECEMBER 2020 AT 7.30 P.M.**

Present: Councillor Major J Sibbald (Town Mayor)  
Councillors A Crawford, A Dunford, T Gilhome, J Goodman,  
JT Hannaby, A C Menzies, C Walters and C H Wills-Wright.

Others present: Three members of the public.

Clerk: W P Falkenau.  
Deputy Clerk: S. Sanders

**Apologies for Absence**

Apologies for absence were received from Councillors IR Cameron, OC Curley, E Johnson, P O’Leary and I Sheldon.

**Declarations of Disclosable Pecuniary Interests**

None.

**Minutes of Council Meeting held on 30 November 2020**

The minutes were approved.

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

None.

**61. Financial Statements to November 2020**

The financial statements were reviewed and noted. The Town Mayor was to sign, in due course, the original copies of the bank statements as confirmation that, on behalf of the Council, he had inspected these. **Action: Sibbald**

**62. To consider whether to extend waiving of market tolls beyond end of December**

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

A further review was to be conducted at the Council meeting on 8 February 2021.

**63. To confirm Town Mayor’s allowance for 2020/21 and 2021/22**

ON THE PROPOSITION of Councillor Crawford  
SECONDED by Councillor Wills-Wright  
IT WAS RESOLVED that the Town Mayor’s annual allowance for 2020/21 be confirmed at £2,800 and for 2021/22 at £2,875.

**64. Consideration of Budgets and Setting of Precept for 2021/22**

Estimates worksheets (attached) had been prepared by the Clerk following input from committees, and in consultation with Councillor Crawford, Chairman of the Policy, Management and Finance Committee.

The parish tax base was estimated by the District Council to increase by 3% in 2021/22. This created the possible options of either increasing the precept by this

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percentage or leaving the precept unchanged from 2020/21 and thereby reducing the council tax per household, relating to the Town Council, by this percentage.

ON THE PROPOSITION of Councillor Crawford

SECONDED by Councillor Walters

IT WAS UNANIMOUSLY RESOLVED that the estimates, per the worksheets, be accepted and a precept for 2021/22 of £344,400 be set.

**65. Review of Fixed Assets Schedule and level of insurance cover**

The Fixed Asset Schedule and insurance policy document were considered. There were four bus shelters in Denchworth Road, that had been passed to the Town Council by a developer, that had been added to the insurance policy. The Fixed Asset Schedule and the level of insurance cover were deemed suitable and appropriate.

**66. Town Mayor's Communications**

The Town Mayor advised that a report covering recent activities had been made available on the Town Council's website.

The meeting closed at 8.02 p.m.

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**WANTAGE TOWN COUNCIL**

**PRECEPT AND RESERVES WORKING SHEET 2021/2022**

**2020/2021**

**1. GENERAL RESERVES MOVEMENT**

£

**Budget**

£

**Balance of General Reserves 31 March 2020**

342,753

291,877

Precept 2020/21

344,400

344,400

Total funds available

687,153

636,277

**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

(329,576)

(348,401)

**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**

**365,577**

**287,876**

**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

(355,093)

Total Estimate Committee Expenditure

(555,649)

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**

**202,221**

**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)	-
<b>Total</b>	<b>285,141</b>	<b>2,697</b>	<b>( 47,893)</b>	<b>239,945</b>

**WANTAGE TOWN COUNCIL**

**LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET**

	<b>2020/2021 Actual YTD £</b>	<b>2020/2021 Budget £</b>	<b>2020/2021 Forecast £</b>	<b>2021/2022 Estimate £</b>
<b>INCOME</b>				
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
<b>TOTAL INCOME</b>	<b>7,074</b>	<b>23,840</b>	<b>13,800</b>	<b>27,305</b>
<b>EXPENSES</b>				
<b>Allotment:</b>				
Maintenance	212	1,500	500	1,500
Clearance	-	1,000	-	1,000
Water	315	600	500	600
Rent	790	850	790	850
Allotment-Other	-	-	-	-
<b>TOTAL Allotment</b>	<b>1,317</b>	<b>3,950</b>	<b>1,790</b>	<b>3,950</b>
<b>Car Park MP:</b>				
Attendant	825	7,300	1,325	3,000
Rates	3,638	4,000	4,040	4,500
Car Park MP-Other	-	500	500	500
<b>TOTAL Car Park MP</b>	<b>4,463</b>	<b>11,800</b>	<b>5,865</b>	<b>8,000</b>
<b>Cemetery:</b>				
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
<b>TOTAL Cemetery</b>	<b>15,339</b>	<b>24,450</b>	<b>22,680</b>	<b>39,700</b>
<b>Fairs:</b>				
Attendant	-	600	-	600
Closure	-	241	-	241
Clean up	-	-	-	-
<b>TOTAL Fairs</b>	<b>-</b>	<b>841</b>	<b>-</b>	<b>841</b>
<b>Market Sq:</b>				
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
<b>TOTAL Market Sq</b>	<b>25,984</b>	<b>31,100</b>	<b>32,397</b>	<b>29,100</b>

**LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET**

	<b>2020/2021 Actual YTD £</b>	<b>2020/2021 Budget £</b>	<b>2020/2021 Forecast £</b>	<b>2021/2022 Estimate £</b>
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
	<b>16,968</b>	<b>25,200</b>	<b>22,810</b>	<b>37,700</b>
<b>Play Areas:</b>				
Grasscutting	500	650	750	770
Maintenance	-	50	-	50
Play Areas-Other	-	500	-	500
<b>TOTAL Play Areas</b>	<b>500</b>	<b>1,200</b>	<b>750</b>	<b>1,320</b>
<b>Projects:</b>				
Alfred's Bath	300	1,000	800	1,000
Other	-	-	-	-
	<b>300</b>	<b>1,000</b>	<b>800</b>	<b>1,000</b>
<b>TOTAL Expenditure</b>	<b>64,871</b>	<b>99,541</b>	<b>87,092</b>	<b>121,611</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>( 57,797)</b>	<b>( 75,701)</b>	<b>( 73,292)</b>	<b>( 94,306)</b>

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

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

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**WANTAGE TOWN COUNCIL****PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES**

	<b>2020/2021 Actual YTD £</b>	<b>2020/2021 Budget £</b>	<b>2020/2021 Forecast £</b>	<b>2021/2022 Estimate £</b>
<b>INCOME</b>				
Town Centre Manager	-	26,500	-	16,500
<b>EXPENSES</b>				
<b>PC&amp;E:</b>				
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
<b>TOTAL PC&amp;E</b>	<b>28,105</b>	<b>49,650</b>	<b>50,961</b>	<b>103,250</b>
<b>TOTAL EXPENDITURE PC&amp;E</b>	<b>28,105</b>	<b>23,150</b>	<b>50,961</b>	<b>86,750</b>

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**WANTAGE TOWN COUNCIL**

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

	<b>2020/21 Actual YTD £</b>	<b>2020/21 Budget £</b>	<b>2020/21 Forecast £</b>	<b>2021/22 Estimate £</b>
<b>PM&amp;F</b>				
<b>INCOME:</b>				
Bank interest		3,000	3,000	3,000
<b>EXPENSES</b>				
<b>Grants:</b>				
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	9,923
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
<b>TOTAL Grants</b>	<b>79,122</b>	<b>96,200</b>	<b>101,700</b>	<b>102,678</b>
<b>STAFF COSTS</b>				
<b>Salaries:</b>				
Salary Admin	484	1,000	800	800
Salaries-Other	56,375	100,000	76,500	80,000
<b>TOTAL Salaries</b>	<b>56,859</b>	<b>101,000</b>	<b>77,300</b>	<b>80,800</b>
Staff Training	255	750	500	750
<b>Total Staff Costs</b>	<b>57,114</b>	<b>101,750</b>	<b>77,800</b>	<b>81,550</b>
<b>OFFICE COSTS</b>				
<b>Office Mtce:</b>				
Rates and utilities				
Office Mtce-Other	-	2,000	-	2,000
<b>TOTAL Office Mtce</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>Office Admin:</b>				
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
	<b>3,954</b>	<b>3,700</b>	<b>5,527</b>	<b>5,540</b>
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
<b>Total Office Costs</b>	<b>6,637</b>	<b>8,200</b>	<b>10,007</b>	<b>10,190</b>



**WANTAGE TOWN COUNCIL**

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

	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>Actual YTD £</b>	<b>Budget £</b>	<b>Forecast £</b>	<b>Estimate £</b>
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
	<b>6,873</b>	<b>11,900</b>	<b>8,316</b>	<b>13,675</b>
HEALTH SUB-COMMITTEE	-	-	-	-
SCHOOL MEAL VOUCHERS	-	-	9,000	-
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	10,000
YOUTH TOWN COUNCIL	-	5,000	-	-
PCSO contribution	-	15,000	-	-
<b>TOTAL EXPENDITURE</b>	<b>149,746</b>	<b>248,050</b>	<b>204,323</b>	<b>358,093</b>
<b>TOTAL PM&amp;F NET EXPENDITURE</b>	<b>149,746</b>	<b>245,050</b>	<b>201,323</b>	<b>355,093</b>

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