

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,
WANTAGE ON MONDAY 8 NOVEMBER 2021 AT 7.30 P.M.**

Committee members present: Councillor A Crawford (Chairman)
Councillors I R Cameron, A Dunford, JT Hannaby, E Johnson,
P M O’Leary, A Przybysz, I L Sheldon, S Third, C Walters
and C H Wills-Wright.

Others present: Mr J Tabor (part) – Be Free Young Carers
Four members of the public

Town Clerk: W P Falkenau

Apologies for Absence

Apologies for absence were received from Councillors A Duveen, A Gilhome, A C Menzies and J Sibbald.

Declarations of Disclosable Pecuniary Interest

Councillor Hannaby declared a non-pecuniary interest as a member of the Wantage Hospital League of Friends, a trustee of the Wantage Nursing Home Trust, a trustee of the Vale Community Impact and a Governor of Stockham Primary School.

To approve the minutes of the meeting held on 27 September 2021

The minutes were approved and signed.

15. Statements and Questions from the Public

None.

16. Briefings by applicants for donations and grants.

a) Wantage Army Cadets

No representative was present.

b) Be Free Young Carers

Mr Tabor gave a briefing on the charity’s activities. He advised that there were now one hundred young carers in Wantage and six hundred across the district. The charity provided support, advice and networking opportunities for these carers. He was thanked for his briefing.

17. Matters arising from the minutes

a) Update on plans to pedestrianise western end of the Market Place

Progress had been made in finding solutions to the sight line issues at Mill Street and Church Street. Attention was now being given by the consultant to the taxi/delivery vehicle area. A resolution of this should remove any further constraints to the scheme proceeding.

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There was a need to liaise with the taxi operators concerning the arrangements for the taxi rank. **Action: Clerk**

The Clerk was to seek a Teams meeting with County Council officers, with a view to progressing the scheme. The consultant was to be asked to participate. **Action: Clerk**

It was unlikely that a permanent scheme could be implemented before the temporary closure order ended in January. The Clerk was to enquire whether the current temporary order could be extended? An alternative would be to re-open the area for the winter months and then seek a further eighteen month closure in the spring, during which time a permanent scheme could be settled. **Action: Clerk**

b) Future ownership and maintenance responsibilities for the Manor Road Recreational Ground

The two officers that the Clerk had liaised with, regarding the transfer of ownership, had both left the employment of the District Council. New officers had been recruited, but their initial priority would be to deal with property matters in Abingdon.

c) Request for CCTV camera in Wallingford Street

The following message had been received from the District Council on 1 November: “We are now working with our legal team to agree the correct procurement route for this work before the overall project can be signed off by the district councils’ senior management team. We are still aiming to have the new cameras installed by the end of the financial year, although this is subject to change. We have also been in contact with OCC regarding permissions for installing the new camera on a lamp post on Wallingford Street.”

d) Replacement of street signs

A way forward, to enable the inclusion of QR codes on the street signs, had been found. There would be a link from the District Council’s systems to the Town Council’s website. The Town Council would then be able to maintain the accessed information.

It was agreed to ask the Museum to provide background information relating to the street names. **Action: Clerk**

e) Legal advice concerning the temporary closure of Wantage Community Hospital

It was agreed that this item be referred to the confidential session at the end of the meeting.

f) Room arrangements concerning holding of physical meetings

For the time being, council and committee meetings were being held in the main hall. The Town Council was to pay the difference in hourly hire charge between the main hall and the smaller rooms normally used. This was booked through to December.

There had been an attempt at some recent meetings to allow others to observe and participate using online media (hybrid meetings). This had not proved successful due to some speakers not being heard by those online and those that could be heard having to repeat what was said by those that couldn’t be heard.

ON THE PROPOSITION OF Councillor Crawford
SECONDED BY Councillor Sheldon
IT WAS RESOLVED not to seek to hold hybrid meetings.

Mr Tabor left the meeting.

g) Opening of bank account with Unity Trust Bank

The opening of the account awaited the presentation to the bank of the signed Council minutes that approved this.

POLICY

18. Health Sub-committee – update and consideration of further actions.

The maternity unit at the Community Hospital remained temporary closed. A

ON THE PROPOSITION OF Councillor Hannaby
SECONDED BY Councillor Wills Wright
IT WAS RESOLVED that a letter be sent to the matron at the John Radcliffe Hospital, who had responsibility for this, expressing concern at the failure to re-open this valuable local amenity. **Action: Clerk**

A meeting of the Health Sub-committee was to be called to follow up on these matters. **Action: Clerk**

19. Minutes of the Climate Emergency Sub-committee meeting held on 18 October 2021.

A donation request had been received from Sustainable Wantage for further funding for the Wild Wantage Project. This had been received too late for consideration at this meeting. It was agreed that this be referred to the Council meeting on 29 November 2021, as an agenda item **Action: Clerk**

It was reported that the Letcombe Brook Officer was developing a project proposal for dealing with silting in the brook. A principal purpose of this was to diminish the risk of flooding. Funding from the Town Council was likely to be sought. It was currently unclear where responsibility for preventing floods lay.

ON THE PROPOSITION OF Councillor Dunford
SECONDED BY Councillor Johnson
IT WAS RESOLVED that the minutes of the Climate Emergency Sub-committee meeting held on 18 October 2021 be accepted.

20. Review of Risk Assessment.

The assessment was to be referred to the Council meeting on 29 November. Members were asked to review the risk assessment and advise of any changes required. **Action: All**

21. Review of Standing Orders and Financial Regulations.

The review of Standing Orders and Financial Regulations were to be referred to the Council meeting on 29 November. Members were asked to review these and advise of any changes required. **Action: All**

22. To consider recommendations from Planning Committee concerning changes to parking restrictions.

There were five roads in the town centre where changes to waiting restrictions were being proposed:

- Grove Street – change current single yellow No waiting Mon-Sat 9am-5pm section on Northern side to residents parking zone. Retain all other restrictions.
- Wallingford Street – No waiting on south side Mon-Sat 8am-6pm should become Limited waiting for 30 minutes no return within 1 hour Mon-Sat 8am-6pm.
- Church Street - No waiting Mon-Sat 8am-6pm should become Limited waiting for 1 hour Mon-Sat 8am-6pm no return within 1 hour. The North side could be considered for change to No parking (double yellow). Suggested No waiting within 5m of junction.
- Mill Street – section on North side between Limborough Close and the pedestrian crossing currently No waiting Mon-Sat 8am-6pm could become Limited waiting for 30 minutes no return within 1 hour Mon-Sat 8am-6pm.
- Stirlings Road - for the section opposite the Library, currently No waiting, consider introduction of section of Limited waiting for 1 hr no return for 1 hour Mon-Sat 8am-6pm.

The Clerk advised that there was a need for double yellow lines in the section of Church Street between the Woolpack development and the Museum, to accommodate the sight line requirements arising from the western end of Market Place pedestrianisation proposals.

It was noted that all costs associated with the changes would have to be borne by the Town Council.

ON THE PROPOSITION OF Councillor Cameron

SECONDED BY Councillor Crawford

IT WAS RESOLVED to seek to progress the above changes, with the exception of the residents parking zone in Grove Street.

A formal approach was to be made to Oxfordshire County Council concerning the proposed changes. An amnesty on enforcing waiting restrictions in Grove Street was to be requested, pending dialogue with the residents and others concerning the introduction of a parking scheme, and for the areas where changes to waiting restrictions were being proposed. Councillor Crawford agreed to draft a letter. **Action: Crawford**

23. To consider recommendations from Planning Committee regarding areas to be put forward for 20 mph speed limits.

A map detailing roads, proposed to be covered by a 20 mph speed limit, had been circulated. Requests for the speed limit changes were to be submitted to the County Council by an online form. There was an expectation that all costs involved would be met by the Town Council.

There was a need to include a justification which Councillor Johnson agreed to provide.

Action: Johnson

ON THE PROPOSITION OF Councillor Johnson
SECONDED BY Councillor Dunford
IT WAS RESOLVED to proceed with the introduction of 20 mph speed limits throughout the town subject to costs being ascertained and being acceptable.

MANAGEMENT AND FINANCE

24. Accounts for Payment.

ON THE PROPOSITION OF Councillor Sheldon
SECONDED BY Councillor Hannaby
IT WAS RESOLVED that the accounts for payment in the sum of £43,150.50 (attached) be approved.

25. Estimates 2022/23

A draft estimates worksheet, prepared by the Clerk, had been distributed. The Chairman proposed a number of changes to the figures for annual grants and the Health Sub-committee. The Clerk agreed to update the worksheet (attached). **Action: Clerk**

ON THE PROPOSITION OF Councillor Crawford
SECONDED BY Councillor Hannaby
IT WAS RESOLVED that the estimates on the updated worksheet be adopted.

26. General correspondence.

A letter had been received from Wantage Choral Society seeking sponsorship for a soloist at its concert on 13 March 2022. This was to be referred to the next meeting as an agenda item. **Action: Clerk**

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.

27. To consider donation requests

a) Wantage Army Cadets

No representative of the cadets had attended the meeting. The Clerk had advised the cadets of the suggestion that the equipment could be shared with other groups. The Chairman reported that Lifesavers possess all the equipment, plus more, that had been detailed in the request and were booked to provide training to the cadets using that equipment. Further consideration of the request was deferred.

b) Be Free Young Carers

The charity had requested a donation of £6,000 towards its work.

ON THE PROPOSITION OF Councillor Dunford
SECONDED BY Councillor Walters
IT WAS RESOLVED to make a donation of £6,000 to the charity.

It was noted that this donation was being made under the powers relating to information and advice.

c) Grove Stroke Group

The donation request was considered. It was felt it lacked clarity of purpose and therefore it was not appropriate to make a donation at this time.

d) Ray Collins Charitable Trust

Each year the Trust distributed hampers at Christmas to those that were in need. Due to the pandemic the Trust had been unable to raise sufficient funds this year to cover this and was seeking £4,000 to bridge the gap.

ON THE PROPOSITION OF Councillor Crawford
SECONDED BY Councillor Walters
IT WAS RESOLVED to make a donation of £4,000 to the Trust.

It was noted that this donation was being made under S137 powers.

28. Staffing update.

The Mayor's PA/Clerk's Assistant had been recruited and commenced employment with the Council on 1 November. The recruitment of a Market/Parking Attendant had not been successful. The Clerk was to explore whether parking duties could be undertaken by staff working for the County and District Council parking enforcement contractors, or possibly other parish councils.

Action: Clerk

17. e) Legal advice concerning the temporary closure of Wantage Community Hospital

18. Health Sub-committee – continued

The legal advice indicated that little purpose would be served in pursuing court action at this stage. The Trust had advised that it intended to conduct consultation in June to August 2022 which indicated that it accepted that consultation was required. The likely outcome of court proceedings would be to require the Trust to proceed with consultation, but not in advance of the period put forward in 2022. The Clerk was to distribute a copy of the legal advice to councillors and Health Sub-committee members.

Action: Clerk

The meeting closed at 9.37 pm.

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Wantage Town Council Accounts for Payment - September to November 2021

Date	Payee	Description	Powers	Ref	£
01/10/2021	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	100.00
01/11/2021	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	100.00
01/10/2021	VWHDC	Cemetery Rates	Burials	DD	87.00
01/10/2021	VWHDC	Rates for Market	OA1985	DD	247.00
01/10/2021	VWHDC	Rates for car park	OA1985	DD	404.00
01/11/2021	VWHDC	Cemetery Rates	Burials	DD	87.00
01/11/2021	VWHDC	Rates for Market	OA1985	DD	247.00
01/11/2021	VWHDC	Rates for car park	OA1985	DD	404.00
04/10/2021	Barclays	Bank charges	LGA 72	DD	10.90
04/11/2021	Barclays	Bank charges	LGA 72	DD	12.10
21/10/2021	NEST	Pension contribution payments	Office	DD	405.28
21/10/2021	Staff - various	September payroll	Office/OA1985	Bacs	8,044.88
		Total direct debits			10,149.16
07/10/2021	BT	Telephone services	Office	Online	50.56
07/10/2021	Barclaycard	Quickbooks/adobe subs, stamps, perspex for notice board, mobile topup	Office, allotments	Online	295.49
07/10/2021	HMRC	PAYE September	Office/OA1985	Online	1,771.83
07/10/2021	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	2,700.00
07/10/2021	SGW Payroll	Payroll processing September	Office/OA1985	Online	62.64
07/10/2021	Moore	External audit fee	LGA 72	Online	960.00
07/10/2021	Peggy Ley	Newsletter design	Information	Online	225.00
07/10/2021	Red Corner	Photocopying charges	Office	Online	19.52
07/10/2021	Solopress	Newsletter printing	Information	Online	429.66
07/10/2021	SSE	Shed electricity	Office	Online	67.57
07/10/2021	Grove PCC re GROW	2nd half grant	Recreation	6730	5,500.00
07/10/2021	V&D Museum	3rd qtr grant	Recreation/ Tourism	Online	6,337.50
18/10/2021	Solopress	Christmas market leaflet	OA1985	Online	34.10
18/10/2021	Photogenic	Framing of PIW scroll	LGA 72	Online	59.00
18/10/2021	K Bradley	Entertainment at October Artisan Market	Entertainment	Online	100.00
18/10/2021	J Mitchell	Entertainment at September Artisan Market	Entertainment	Online	130.00
18/10/2021	Festive Lighting	Christmas decorations	Tourism	Online	2,248.20
20/10/2021	SGW Payroll	Payroll processing October	Office/OA1985	Online	62.64
20/10/2021	Vale of White Horse DC	Market Place licence	Entertainment	Online	70.00
20/10/2021	LJ Smith	Cleaning of bus shelters	Street furniture	Online	110.00
20/10/2021	LJ Smith	Removal of flags	Tourism	Online	255.00
20/10/2021	Castle Water	Water supply - Larkhill allotments	Allotments	Online	244.97
20/10/2021	Castle Water	Water supply - Naldertown allotments	Allotments	Online	164.12

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20/10/2021	Insight	Microsoft 365 subscription	Office	Online	2,378.90
04/11/2021	White Horse Horticulture	Cemetery/play area grass cutting September /October	Burials/open spaces/highw aysOA1985	Online	1,390.00
04/11/2021	Solopress	Christmas market leaflet	Office	Online	28.99
04/11/2021	Red Corner	Photocopying charges	Office	Online	29.00
04/11/2021	Mobiloo	Dickensian Evening	Entertainment	Online	495.00
04/11/2021	Drayton Construction	Instal/remove canopy poles Christmas 2020	Tourism	Online	652.80
04/11/2021	Charlton Environmental	Weedkilling	Highways	Online	954.00
04/11/2021	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	1,800.00
04/11/2021	Wantage Dickensian Evg	Donation	Entertainment	Online	2,000.00
05/11/2021	BT	Internet services	Office	Online	138.36
05/11/2021	Castle Water	Water for statue area	OA1985	Online	31.30
05/11/2021	Castle Water	Water for Grove Road allotments	Allotments	Online	1,205.19
Total cheque/online payments					33,001.34
Total payments September to November 2021					43,150.50

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WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE COMMITTEE - ESTIMATES WORKSHEET

	2021/22 Actual YTD £	2021/22 Budget £	2021/22 Forecast £	2022/23 Estimate £
PM&F				
INCOME:				
Bank interest	405	3,000	1,000	1,000
EXPENSES				
Grants:				
Children's Centre	11,025	11,025	11,025	11,500
Donations	6,934	15,000	15,000	15,000
Dickensian Evening	2,000	1,500	2,000	2,000
VCI	5,250	10,500	10,500	11,000
Sweatbox	6,500	13,230	13,230	13,500
Youth Community Project	-	1,000	1,000	1,000
Letcombe Brook project	5,000	10,000	10,000	10,500
Museum	14,250	19,000	19,000	19,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	2,500	5,000	5,000	5,500
Twinning	-	-	-	-
Be Free Young Carers	-	5,000	5,000	5,000
Summer Festival	3,200	1,500	3,200	2,000
Wantage and Grove Street Pastors	-	500	-	-
Wantage Silver Band	-	-	-	10,000
Wantage Counselling	-	3,150	3,150	3,500
TOTAL Grants	61,421	102,755	104,455	115,850
STAFF COSTS				
Salaries:				
Salary Admin	606	800	1,000	1,000
Salaries-Other	37,659	80,000	70,000	80,000
TOTAL Salaries	38,265	80,800	71,000	81,000
Staff Training	-	750	500	750
Total Staff Costs	38,265	81,550	71,500	81,750
OFFICE COSTS				
Office Mtce:				
Rates and utilities				
Office Mtce-Other	-	2,000	1,000	2,000
TOTAL Office Mtce	-	2,000	1,000	2,000
Office Admin:				
Photocopier	190	800	400	500
Postage	132	390	200	300
Stationery	-	400	300	300
Telephone	375	1,000	700	800
Office 365	1,982	2,000	1,982	2,000
Zoom subscription	480	850	480	500
Office Admin-Other	-	100	100	100
	3,159	5,540	4,162	4,500
External Audit	800	1,000	800	1,000
Internal Audit	350	750	750	750
Bank Chrg	133	300	250	300
Clerk's Exps	-	100	-	100
Computers	1,200	500	1,200	500
Total Office Costs	5,642	10,190	8,162	9,150

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	2021/22	2021/22	2021/22	2022/23
	Actual YTD £	Budget £	Forecast £	Estimate £
Health & Safety				
Insurance	3,562	3,600	3,562	3,700
Mayor's Chain/badges	-	-	-	-
Mayor's Exps	1,610	2,875	2,875	2,975
Civic Visits	-	3,500	-	3,500
Election	-	-	-	-
Freedom of Town	1,547	1,500	1,547	1,500
Subscriptions	2,083	2,100	2,083	2,175
Sundry	600	100	600	100
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	9,402	13,675	10,667	13,950
HEALTH SUB-COMMITTEE	4,200	-	4,200	5,000
CLIMATE EMERGENCY SC	-	20,000	10,000	20,000
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TOTAL EXPENDITURE	118,930	228,170	204,323	245,700
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TOTAL PM&F NET EXPENDITURE	118,930	225,170	203,323	244,700

08/11/2021