

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE  
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,  
WANTAGE ON MONDAY 18 JULY 2022 AT 7.30 P.M.**

Committee members present: Councillor I L Sheldon (Vice-Chairman)  
Councillors I R Cameron, A Dunford, A Duveen, J T Hannaby,  
E L Johnson, A C Menzies, P M O’Leary, J Sibbald and S Third.

Town Clerk: W P Falkenau

**Apologies for Absence**

Apologies for absence were received from Councillors A Crawford, A Gilhome, C Walters and C H Wills-Wright, In the absence of Councillor Crawford, the Committee Chairman, Councillor Sheldon was chairman of the meeting.

**Declarations of Disclosable Pecuniary Interest**

None.

**To approve the minutes of the meeting held on 6 June 2022**

The minutes were approved and signed.

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

None.

**14. Matters arising from the minutes**

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

The County Councils consultation had been concluded. 102 respondents had supported the scheme, 43 had objected and 44 had expressed concern. Of the 87 objections or concerns, 49 related to the effect on the disabled parking spaces. The Clerk was to engage with others with regard to how to respond to the objections and concerns. **Action: Clerk**

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

The District Council’s newly appointed Strategic Property Manager had not yet got back to the Clerk.

c) Request for CCTV camera in Wallingford Street

An update from the District Council had been requested, and was awaited. It was agreed that a letter be sent to Mark Stone, the District Council’s Chief Executive, expressing disappointment at the time taken to progress this. **Action: Clerk**

Councillor Duveen, as a district councillor, also agreed to follow this up. **Action: Duveen**

d) Update regarding Kingsgrove Community Hall

An update had been given at a briefing by St Modwen on 30 June and at the Crab Hill Forum on 13 July. A heads of agreement was being worked upon between the land owner and the Community Church. A building contractor who was willing to undertake the construction work for a fixed price was now involved.

e) Registration of Council land with HM Land Registry

All documentation had been sent to HM Land Registry and, having been scanned, returned. HM Land Registry had advised that it would consider the applications in due course.

f) Oxfordshire Councils' Councillor Code of Conduct 2022

Adoption would follow the training sessions in September.

**POLICY**

**15. To consider response to proposed closure of Barclays Bank in Wantage Market Place**

ON THE PROPOSITION OF Councillor Sheldon  
SECONDED BY Councillor O'Leary

IT WAS RESOLVED that the Town Mayor send a letter to Barclays expressing disappointment at the decision to close the Wantage Branch and requesting that this be reversed. **Action: Sibbald**

A representative of Barclays was to be asked to attend the Council meeting on 1 August. **Action: Clerk**

The Clerk had been assured by Barclays that cash and cheques could be deposited at any post office or sub-post office without prior arrangement. Barclays also intended to locate a member of staff for three days a week within the town to give support to its customers.

**16. Minutes of the Climate Emergency Sub-committee meeting held on 27 June 2022**

The minutes were noted and it was agreed to adopt the actions contained in them.

**17. Minutes of the Health Sub-committee meeting held on 30 June 2022**

The minutes were noted and it was agreed to adopt the actions contained in them. The letter had been sent to Councillor Hanna for consideration by HOSC. A letter in response had been received from the Oxford Health NHS Foundation Trust.

**18. To consider the effectiveness of internal audit and internal controls (see Clerk's Memorandum dated 13 July 2022)**

The Clerk's memorandum was considered.

ON THE PROPOSITION OF Councillor Sheldon  
SECONDED BY Councillor Duveen

IT WAS RESOLVED that the Council's internal audit and internal controls were suitable and adequate.

ON THE PROPOSITION OF Councillor Sheldon  
SECONDED BY Councillor Sibbald

IT WAS RESOLVED to recommend that Mr Rose be appointed as the Council's internal auditor for 2022/23.

**19. To note request for a substantial increase in grant funding for Sweatbox**

Sweatbox were seeking an increase in its annual grant from £13,500 to £28,000. Councillor Crawford had suggested that consideration be postponed until further information was available concerning a contribution from Grove Parish Council. On the basis that it was unlikely that Grove Parish Council would increase its contribution, it was felt that it was unnecessary to defer consideration.

Councillor Johnson declared a non-pecuniary interest relating to his daughter participating in a Sweatbox activity.

ON THE PROPOSITION OF Councillor Menzies  
SECONDED BY Councillor Hannaby

IT WAS RESOLVED to recommend that the Council's contribution be increased to £28,000 for the current financial year subject to the Clerk seeking more information in support of the request. **Action: Clerk**

**20. To consider establishment of working group to investigate utilisation of S106 funding to provide a community bus service**

A sum of about £50k was due to be provided from the Crab Hill development for a community bus. There were currently no plans about how this funding would be utilised. It was felt that a working group should be established to progress this.

ON THE PROPOSITION OF Councillor Cameron  
SECONDED BY Councillor Hannaby

IT WAS RESOLVED to set up a working group. Councillors Cameron, Gilhorne and Hannaby were to members, with others to be enlisted as needed.

It was suggested that a bus servicing the Harwell site should be included in the consideration of the working group.

**21. To approve application to District Council for S106 funds relating to the Town Centre Manager**

The funding application prepared by the Clerk was considered.

ON THE PROPOSITION OF Councillor Hannaby  
SECONDED BY Councillor Duveen

IT WAS RESOLVED to approve the submission of the S106 funding for the Town Centre Manager to the District Council. **Action: Clerk**

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COUNCIL HELD AT THE BEACON, PORWAY, WANTAGE ON MONDAY 18 JULY 2022 AT 7.30 P.M.

The Clerk was to discuss with the Town Centre Manager the use of Teams to engage with councillors when developing proposals, rather than awaiting a committee meeting.

**Action: Clerk**

**MANAGEMENT AND FINANCE**

**22. Financial statements and Balance Sheet reconciliation to July 2022**

These were noted. The Clerk was to seek to remove reference to the Joint Economic Forum from the statements.

**Action: Clerk**

Concern was expressed about the poor visibility of the District Council's Economic Team within the town. It was agreed to invite an officer from the team to a future meeting.

**Action: Clerk**

**23. Accounts for Payment**

ON THE PROPOSITION OF Councillor Sheldon

SECONDED BY Councillor Sibbald

IT WAS RESOLVED that the accounts for payment in the sum of £ 55,320.38 (attached) be approved.

**24. General correspondence**

None

**Confidential items**

ON THE PROPOSITION of Councillor Sheldon

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.

**25. Staffing update**

There was nothing further to report.

The meeting closed at 8.57 pm.

## Wantage Town Council

## Accounts for Payment - June to July 2022

Date	Payee	Description	Powers	Ref	£
01/07/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/04/2022	VWHDC	Rates for market	OA 1985	SO	247.05
01/04/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	405.90
01/05/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/05/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
01/06/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/06/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
01/07/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/07/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
08/06/2022	Barclays	Bank charges	LGA 72	DD	10.90
04/07/2022	Barclays	Bank charges	LGA 72	DD	25.00
21/06/2022	NEST	Pension contribution payments	Office	DD	393.56
21/06/2022	Staff - various	June payroll	Office/OA1985	Bacs	8,065.72
21/07/2022	NEST	Pension contribution payments	Office	DD	387.31
21/07/2022	Staff - various	July payroll	Office/OA1985	Bacs	8,077.93
		Total direct debits			<u>19,816.37</u>
05/06/2022	BT	Telephone services	Office	Online	104.44
05/06/2022	G Kingett	Entertainment Jubilee Lunch	Entertainment	Online	200.00
05/06/2022	JT Stage Productions	Stage and PA for Jubilee Lunch	Entertainment	Online	4,200.00
09/06/2022	M Belcher	Entertainment Jubilee Lunch	Entertainment	Online	320.00
06/06/2022	R Driscoll	Entertainment Jubilee Lunch	Entertainment	Online	320.00
13/06/2022	Stockham PA	Marshalling Jubilee Lunch	Entertainment	Online	1,000.00
17/06/2022	Freeths LLP	Legal work re Larkhill allotments lease	Allotments	Online	1,545.00
10/06/2022	Haynes of Challow	Hosepipe to fill Jubilee stage ballast tank	Entertainment	Online	38.50
21/06/2022	IAC Audit	Year-end internal audit fee	LGA 72	Online	420.00
17/06/2022	Land & Property	Advisor re property registration	Property	Online	135.00
21/06/2022	Mobiloo	Mobiloo for Carnival	Entertainment	Online	495.00
21/05/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
25/06/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
20/06/2022	Barclaycard	Quickbooks/adobe subs, newsletter mailing, first aid kit, stationery and cleaning materials	Office/entertainment	Online	1,070.53
21/06/2022	HMRC	PAYE for June	Office/OA1985	Online	1,906.39
26/06/2022	Mercer Rolls	Instal and remove canopy poles	Entertainment	Online	200.00
30/06/2022	Red Corner	Photocopier charges	Office	Online	107.94
11/05/2022	Solopress	Banners for artisan markets	OA1985	Online	79.10
31/05/2022	Solopress	Newsletter (copies to distribute by shops)	Information	Online	235.81
30/06/2022	White Horse Horticulture	Cemetery/play area mtce, market duties, road closure, allotment clearance	Burials/allotments/OA 1985	Online	2,090.00
07/06/2022	Windowflowers	Floral displays	Tourism	Online	5,056.80
30/06/2022	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	1,500.00
04/07/2022	Haynes of Challow	Maintenance materials/storage boxes	Burials/office	Online	68.50
12/07/2022	A Freeman	Entertainment market 10 July	Entertainment	Online	100.00
11/07/2022	OCC	Rent for Larkhill allotments (2 years)	Allotments	Online	1,060.00
17/07/2022	Vale & Downland Museum	1st quarter grant	Recreation/Tourism	Online	6,337.50
18/07/2022	Vale & Downland Museum	2nd quarter grant	Recreation/Tourism	Online	6,337.50
		Total cheque/online payments			<u>35,504.01</u>
		<b>Total payments June to July 2022</b>			<b>55,320.38</b>