

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE  
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,  
WANTAGE ON MONDAY 6 JUNE 2022 AT 7.30 P.M.**

Committee members present: Councillor A Crawford (Chairman)  
Councillors A Dunford, A Duveen, J T Hannaby, E L Johnson,  
I L Sheldon, J Sibbald and S Third.

Others present: R Collins – Ray Collins Charitable Trust (up to end of item 2 a)  
K Dickinson – J Fest (up to end of item 2)  
V Luker – Wantage Literary Festival (up to end of item 2)  
J Snewin - Wantage Literary Festival (up to end of item 2)  
J Wright – Stuart Rae Challenge (up to end of item 2)  
R Shackleton – Wilts and Berks Canal Trust (up to end of item 2)  
One member of the public (up to end of item 3)

Town Clerk: W P Falkenau

**Apologies for Absence**

Apologies for absence were received from Councillors I R Cameron, A Gilhome,  
A C Menzies, P M O’Leary, C Walters and C H Wills-Wright .

**Declarations of Disclosable Pecuniary Interest**

None.

**To approve the minutes of the meeting held on 14 March 2022**

On page 6 “Riolls” should be “Rolls”. The minutes, as amended, were approved and signed.

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

None.

**2. Briefings relating to donation requests**

a) Ray Collins Charitable Trust re Carnival

Mr Collins advised that the securing of funding for the carnival had become more difficult following the pandemic and the need for ongoing support within the community had increased. A donation of £3,100 towards the cost of the PA and brochure was being sought. He felt the need for support would be a one-off. After answering questions, he was thanked for his briefing and left the meeting.

b) J Fest

Ms Dickinson advised that she was arranging a music event that focused on accessibility for all, with no separation for those with disabilities. She was seeking a donation towards the costs involved. After answering questions she was thanked for her briefing.

c) Wantage Literary Festival

Councillor Hannaby declared a non-pecuniary interest as a member of the organising committee.

Mrs Luker reported that the Festival was being relaunched after a lapse of two years due to the pandemic. The Festival had previously been ranked within the top ten literary festivals in the country and it was hoped to build back to this over a number of years. A full programme was being organised. A donation of £2,000 was being sought. After answering questions, she was thanked for her briefing.

d) Stuart Rae Challenge (King Alfred District Scouts)

Mr Wright briefed the meeting on the history of the challenge and its current activities. He advised of the need for a new projector and an inkjet printer at a cost of £840.

Councillor Johnson declared a non-pecuniary interest due to his association with the Scouts and the membership of his son.

After answering questions, Mr Wright was thanked for his briefing.

e) Wilts & Berks Canal Trust

Mr Shackleton briefed the meeting on the work of the Trust. They were seeking a donation of £1,000 towards the cost of protective clothing and clearance equipment.

The Chairman declared a non-pecuniary interest as a former trustee of the Trust. Councillor Hannaby advised that she attended meetings of the Trust.

After answering questions, Mr Shackleton was thanked for his briefing.

The representatives of the donation applicants all left the meeting.

**3. Matters arising from the minutes**

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

It was agreed to defer this for consideration as a confidential item at the end of the meeting.

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

There was no further progress to report. The recruitment of new officers in the property team was awaited.

It was reported that the Leisure and Amenities Committee was struggling to get approval for the installation of new bench seats at the Recreation Ground. The Deputy Clerk was to be asked to refer correspondence to Councillor Crawford, so that he could follow this up with the district council officers. **Action: Clerk**

MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY, WANTAGE ON MONDAY 6 JUNE 2022 AT 7.30 P.M.

c) Request for CCTV camera in Wallingford Street

It was hoped that the upgrade to the cameras and the new camera in Wallingford Street would be in place by the end of the month. The Town Council was withholding payment of the contribution to CCTV costs for the last two quarters of 2021/22. It was agreed that payment of the invoices should be made when the work promised had been completed.

**Action: Clerk**

d) Replacement of street name signs

The second schedule of street signs was being progressed.

e) Opening of bank account with Unity Trust Bank

The bank account was open and active. The Clerk and Town Mayor had accessed the account. Councillors Crawford and Hannaby had yet to do so. **Action: Crawford/Hannaby**

f) Update regarding Kingsgrove Community Hall

It was agreed to defer this for consideration as a confidential item at the end of the meeting.

g) Registration of Council land with HM Land Registry

All documentation was ready to go to HM Land Registry.

The member of the public left the meeting.

**POLICY**

**4. Minutes of the Health Sub-committee meeting held on 16 May 2022.**

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

**5. Minutes of the Climate Emergency Sub-committee meeting held on 11 April 2022.**

The minutes were considered. It was agreed that the actions in the sub-committee's minutes be adopted.

**6. To consider the Oxfordshire Councils' Councillor Code of Conduct 2022**

The proposed Code of Conduct was noted. The Clerk intended to refer this to the next Council meeting for adoption. He asked councillors to read it and absorb it before that meeting.

**Action: All**

It was agreed that some form of Code of Conduct should apply to the Council staff. The Clerk advised that this would normally be covered through the terms of employment. It was agreed that these be reviewed. The Clerk was to distribute copies of these to the Staffing Sub-committee.

**Action: Clerk**

## MANAGEMENT AND FINANCE

### 7. Accounts Statements and Bank Reconciliation for the year ended 31 March 2022

These were noted. The statements and reconciliation were to be referred to the Council meeting on 20 June 2022. The report from the internal auditor was awaited.

### 8. Accounts for Payment.

ON THE PROPOSITION OF Councillor Sheldon  
SECONDED BY Councillor Dunford

IT WAS RESOLVED that the accounts for payment in the sum of £27,910.38 (attached) be approved.

### 9. General correspondence.

None

### 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.

### 10. To consider donation requests.

#### a) Ray Collins Charitable Trust re Carnival

ON THE PROPOSITION OF Councillor Sibbald  
SECONDED BY Councillor Hannaby

IT WAS RESOLVED that a donation of £3,100 be made (power Entertainment). The Clerk was to liaise with Mr Collins to see if there was a way of reducing the costs. **Action: Clerk**

#### b) JFest

Councillor Hannaby indicated she would not vote on this item due to her acquaintance with Ms Dickinson's family.

It was to be suggested to Ms Dickinson that she seek to secure funding from the National Lottery and other sources. **Action: Clerk**

Councillor Sibbald agreed to contact the Army regarding the provision of tracking.

**Action: Sibbald**

ON THE PROPOSITION OF Councillor Dunford  
SECONDED BY Councillor Johnson

IT WAS RESOLVED that a donation of £2,000 be made towards the cost of the event (power entertainment).

c) Wantage Literary Festival

Councillor Sibbald agreed to offer one of The Beacon's free uses of The Beacon for one of the events. **Action: Sibbald**

ON THE PROPOSITION OF Councillor Sheldon  
SECONDED BY Councillor Duveen  
IT WAS RESOLVED that a donation of £2,000 be made toward the cost of the festival (power entertainment)

d) Stuart Rae Challenge (King Alfred District Scouts)

There were concerns about the suitability of purchasing an inkjet, rather than a laser printer.

ON THE PROPOSITION OF Councillor Dunford  
SECONDED BY Councillor Sibbald  
IT WAS RESOLVED that a donation of up to £1,500 be offered on the proviso that a laser, rather than an inkjet printer, be purchased (power recreation).

e) Wilts & Berks Canal Trust

ON THE PROPOSITION OF Councillor Crawford  
SECONDED BY Councillor Hannaby  
IT WAS RESOLVED that a donation of £1,000 be made (power recreation).

Consideration was to be given to whether the donation should be allocated against Community Infrastructure Levy (CIL). **Action: Clerk**

**11. To consider request to place a memorial stone within the cemetery.**

A dispute had arisen between a divorced couple. The former wife held the rights over a burial plot and would not permit the husband to place a memorial on it. The former husband had requested that in the absence of placing a memorial on the burial plot, could he place a memorial elsewhere in the cemetery? This was not in accordance with past practices. It was noted that the former wife had made arrangements for a memorial to be placed on the burial plot. This had not yet been installed.

It was agreed that on the premise that there was due to be a memorial on the burial plot, the request to place a memorial elsewhere in the cemetery should be refused. **Action: Clerk**

**12. Staffing update.**

The council staff were to be thanked for the work involved in organising the Jubilee Lunch. The event had been a success. The member of staff who had been maintaining the notice boards was unable to continue. The work was going to be covered by other staff members.

**3. Matters arising from the minutes (continued).**

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

The County Council had proceeded with a public consultation regarding the scheme, without prior warning. This had prompted issues that need to be considered. The Clerk was to call a meeting of the Market Place Pedestrianisation Sub-committee, to consider.

**Action: Clerk**

The consultation has not presented a map of the area affected. The Clerk is to arrange for a drawing to be passed to the County Council.

**Action: Clerk**

f) Update regarding Kingsgrove Community Hall

Copies of 'heads of agreement' documents relating legal documents for the construction and management of the hall, that had been expected to be available at the end of April, had not yet been received. There was nothing further to report.

The meeting closed at 9.45 pm.

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## Wantage Town Council

## Accounts for Payment - March to June 2022

Date	Payee	Description	Powers	Ref	£
01/04/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/05/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/06/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
04/04/2022	Barclays	Bank charges	LGA 72	DD	13.30
10/05/2022	Barclays	Bank charges	LGA 72	DD	12.10
14/05/2022	BNP Paribas	Photocopier lease	LGA 72	DD	179.19
21/03/2022	NEST	Pension contribution payments	Office	DD	358.62
21/03/2022	Staff - various	March payroll	Office/OA1985	Bacs	7,874.30
21/04/2022	NEST	Pension contribution payments	Office	DD	577.31
21/04/2022	Staff - various	April payroll	Office/OA1985	Bacs	9,723.05
20/05/2022	NEST	Pension contribution payments	Office	DD	387.31
20/05/2022	Staff - various	May payroll	Office/OA1985	Bacs	8,010.20
		Total direct debits			27,885.38
17/03/2022	Amegos Theatre	Donation	Entertainment	Online	800.00
17/03/2022	Oxfordshire Play Assn.	Donation	Entertainment	Online	1,000.00
31/03/2022	SGW Payroll	Payroll services March	Office/OA1985	Online	66.12
31/03/2022	A Elslly	Mocktails at market 26 March	Entertainment	Online	75.00
31/03/2022	L Mercer Riolls	Repair to allotment water tank	Allotments	Online	95.00
31/03/2022	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	600.00
31/03/2022	Colour Idea	Cameras	Allotments	Online	807.83
31/03/2022	Umami	Refreshments for Volunteer Reception	S137	Online	816.00
31/03/2022	HMRC	PAYE March	Office/OA1985	Online	1,455.04
31/03/2022	White Horse Horticulture	Cemetery/play area mtce, market duties	Burials/OA1985	Online	2,095.00
08/04/2022	Barclaycard	Quickbooks/adobe subs, jubilee items, carbon offset, sandbags, volunteers recpn.	Office, entertainment, S137	Online	163.70
08/04/2022	Castle Water	Water Grove Road allotments	Allotments	Online	157.69
08/04/2022	Castle Water	Water Naldertown allotments	Allotments	Online	59.02
08/04/2022	Castle Water	Water Larkhill allotments	Allotments	Online	129.53
08/04/2022	Land & Property	Advisor re property registration	Property	Online	1,350.00
08/04/2022	Red Corner	Photocopier charges	Office	Online	35.42
08/04/2022	SGW Payroll	Payroll services year end	Office/OA1985	Online	69.60
08/04/2022	SSE	Electricity for shed	LGA 72	Online	93.39
08/04/2022	VWHDC	Refreshments for Volunteer Reception	S137	Online	403.20
13/04/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
13/04/2022	BT	Telephone services	Office	Online	66.44
13/04/2022	L Bury	Bunting for Jubilee picnic 50% deposit	Entertainment	Online	1,125.00
13/04/2022	Land & Property	Advisor re property registration	Property	Online	1,170.00
13/04/2022	VWHDC	Beacon room hire February	LGA 72	Online	336.96
13/04/2022	VWHDC	Beacon room hire March	LGA 72	Online	168.48
13/04/2022	VWHDC	Town centre licence	Entertainment	Online	70.00
13/04/2022	VWHDC	Provision of street name plates	Highways	Online	3,412.13
13/04/2022	Wells Cathedral	Statue cleaning	Property	Online	1,272.00
21/04/2022	Charlton Environmental	Weedkilling whole town	Highways	Online	1,110.00
21/04/2022	Howard Hill	Entertainment at market on 2 April	Entertainment	Online	75.00
21/04/2022	PMT	PA equipment	Entertainment	Online	2,478.16
21/04/2022	S Flanagan	Newsletter/jubilee leaflet distribution	Information	Online	600.00
06/05/2022	Brook Alder	Disconnect power to pole on VC Forecourt	Property	Online	91.00
06/05/2022	Barclaycard	Quickbooks/adobe subs, jubilee items, stationery	Office, LGA 72, entertainment,	Online	300.92

06/05/2022	Falcon Signs	Poster boards for Jubilee lunch	Entertainment	Online	278.50
06/05/2022	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	1,200.00
06/05/2022	HMRC	PAYE April	Office/OA1985	Online	3,143.14
06/05/2022	I Souch	Entertainment at artisan market on 15 May	Entertainment	Online	600.00
06/05/2022	Land & Property	Advisor re property registration	Property	Online	720.00
06/05/2022	Mobiloo	Mobiloo for Jubilee lunch	Entertainment	Online	495.00
06/05/2022	Netwise	Website upgrade	Information	Online	24.00
06/05/2022	Red Corner	Photocopier charges	Office	Online	17.43
06/05/2022	SGW Payroll	Payroll services April	Office/OA1985	Online	66.12
06/05/2022	Solopress	Leaflets and banners for artisan markets	OA1985		257.64
06/05/2022	White Horse Horticulture	Cemetery/play area mtce, market duties	Burials/OA1985	Online	1,955.00
06/05/2022	X2 Connect	Replacement door for telephone box	Property	Online	1,488.00
16/05/2022	GROW	Donation half year	Entertainment	6732	5,750.00
16/05/2022	Be Free Young Carers	Donation half year	Entertainment	6733	2,500.00
19/05/2022	BT	Broadband services	Office	Online	190.82
19/05/2022	CDC Eleectrical	Cherry picker hire to instal bunting	Entertainment	Online	540.00
19/05/2022	Land & Property	Advisor re property registration	Property	Online	1,440.00
19/05/2022	OCC	Supply of salt bin	Highways	Online	300.00
19/05/2022	P Ley	Design of Jubilee and artisan market items	OA1985/Entertainment	Online	330.00
19/05/2022	SGW Payroll	Payroll services May	Office/OA1985	Online	66.12
19/05/2022	Solopress	Jubilee lunch signage boards	Entertainment	Online	105.24
19/05/2022	Solopress	Jubilee lunch posters	Entertainment	Online	30.65
19/05/2022	Solopress	Jubilee lunch banners	Entertainment	Online	243.82
19/05/2022	Solopress	Jubilee lunch banners	Entertainment	Online	299.17
19/05/2022	Solopress	Signage boards for artisan markets	OA1985	Online	117.66
19/05/2022	SSE	Electricity for shed	LGA 72	Online	48.59
19/05/2022	T Rolls	Repair of MP power box	OA1985	Online	325.00
19/05/2022	We Drive Smart	Children's rides Jubilee lunch	Entertainment	Online	1,920.00
19/05/2022	Zurich Municipal	Insurance 2022/23	LGA 72	Online	3,449.59
01/06/2022	C Bushnell	Entertainment Jubilee Lunch	Entertainment	Online	50.00
01/06/2022	Covergirlz	Entertainment Jubilee Lunch	Entertainment	Online	270.00
01/06/2022	HMRC	PAYE May	Office/OA1985	Online	1,984.62
01/06/2022	L Horler	Face painter Jubilee Lunch	Entertainment	Online	400.00
01/06/2022	HUG	Entertainment at market on 30 April	Entertainment	Online	50.00
01/06/2022	Land & Property	Advisor re property registration	Property	Online	930.00
01/06/2022	Natural Stone Craft	Repair to Statue axe	Property	Online	192.00
01/06/2022	OALC	Subscription	LGA 72	Online	2,614.12
01/06/2022	P Ley	Design of newsletter/Jubilee Lunch prog	Entertainment/Info	Online	390.00
01/06/2022	Red Corner	Photocopier charges	Office	Online	23.21
01/06/2022	Solopress	Jubilee Lunch programme	Entertainment	Online	65.47
01/06/2022	Solopress	Newsletter	Information	Online	966.22
01/06/2022	VWHDC	Refreshments Annual Town Electorate	LGA 72	Online	36.00
06/06/2022	American Dance School	Entertainment at Jubilee Lunch	Entertainment	Online	250.00
06/06/2022	Barclaycard	Quickbooks/adobe subs, flags, Zoom subscription	Office, LGA 72	Online	1,401.27
06/06/2022	Free4all	Entertainment at Jubilee Lunch	Entertainment	Online	180.00
06/06/2022	Glanville Consultants	Advisor re pedestrianisation scheme	Highways	Online	1,500.00
06/06/2022	Land & Property	Advisor re property registration	Property	Online	180.00
06/06/2022	Netwise	Website annual subscription	Information	Online	480.00
06/06/2022	Rock Choir	Entertainment at Jubilee Lunch	Entertainment	Online	50.00
06/06/2022	White Horse Horticulture	Cemetery/play area mtce, market duties, road closure	Burials/OA1985	Online	2,065.00
06/06/2022	Mr S Latwiel	Repayment of alltment bond	Allotments	6735	25.00
		Total cheque/online payments			14,102.91
		<b>Total payments March to June 2022</b>			<b>27,910.38</b>