

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,
WANTAGE ON MONDAY 3 OCTOBER 2022 AT 7.35 P.M.**

Committee members present: Councillor A Crawford (Chairman)
Councillors I R Cameron, J T Hannaby, A C Menzies,
P M O’Leary, I L Sheldon, J Sibbald, S Third (part) and C Walters.

Others present: A Clark and L Jones – Wantage Association of Retired Persons
K Farrington - Down to Earth Community Café CIC
L Cheong and S Davies- Home-Start Southern Oxfordshire
Two members of the public (up to item 24)

Town Clerk: W P Falkenau

Apologies for Absence

Apologies for absence were received from Councillors A Dunford, A Gilhome,
E L Johnson, A Przybysz and C H Wills-Wright, Councillor Third had given apologies for
late arrival.

Declarations of Disclosable Pecuniary Interest

None.

To approve the minutes of the meeting held on 18 July 2022

The minutes were approved and signed.

26. Statements and Questions from the Public

None.

27. Briefings by applicants for donations and grants

a) Wantage Association of Retired Persons

It was reported that the membership of the association had dropped from over seventy to
about thirty, in the period it was unable to meet, during the pandemic. A donation was being
sought to cover higher oncosts while the association sought to rebuild its membership. After
answering questions, Mr Clark and Mr Jones were thanked for their briefing.

b) Down to Earth Community Café CIC

Ms Farrington reported on the CIC, that has been set up to provide sustainable/climate
friendly cooking skills, and affordable/subsidised healthy meals, to families or individuals,
and those wanting to help reduce surplus food. A donation was being sought to purchase
equipment and disposable containers. Space was going to be rented in the former day centre
at Stirlings. After answering questions, Ms Farrington was thanked for the briefing.

c) Home-Start Southern Oxfordshire

Ms Cheong and Ms Davies gave a briefing on the work of Home-Start. Trained volunteers
offer weekly home-visits where they provide friendly, compassionate, and non-judgemental
support tailored to the needs of vulnerable families. A donation was being sought towards

the costs relating to the support, training and work of the volunteers. After answering questions, Ms Cheong and Ms Davies were thanked for the briefing.

The representatives of the donation requesting organisations left the meeting.

28. Matters arising from the minutes

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

There was a need for Oxfordshire County Council to endorse actions proposed in response to the public consultation. County Councillor Hannaby agreed to press for a response.

Action: Hannaby

b) Request for CCTV camera in Wallingford Street

The District Council had signed the contract for the supply and installation of the equipment. A date for installation had not yet been given.

c) Update regarding Kingsgrove Community Hall

Further information regarding legal agreements was awaited.

d) Registration of Council land with HM Land Registry

A response from HM Land Registry was awaited.

e) Oxfordshire Councils' Councillor Code of Conduct 2022

The obligation to undertake training was discussed. The Clerk was to seek clarification from the Monitoring Officer. He was also to recirculate the model Code of Conduct.

Action: Clerk

f) Proposed closure of Barclays Bank in Wantage Market Place

The closure was proceeding.

g) Request for a substantial increase in grant funding for Sweatbox

The administrator had agreed to provide the Clerk with information on her return from the summer break. The Clerk was to chase for a response.

Action: Clerk

h) Update re community bus service working group

The working group was due to hold a meeting with the County Council's Senior Public Transport Planner.

i) Application for S106 funds relating to the Town Centre Manager

A response to the application was awaited from the District Council.

POLICY

29. Ray Collins Charitable Trust and Vale Community Impact initiative re cost of living crisis

An email had been received from the Trust advising of the actions it was taking in response to the crisis. There was no specific request to the Town Council. There were other councils and organisations that were responding to the crisis. It was agreed that it was best to wait to see what others were doing. The Clerk was to acknowledge the email from the Trust.

Action: Clerk

30. Arrangements for review of London Bridge protocol

Councillor Sibbald was thanked, with others, for their work in dealing with arrangements following the Queen's death. Councillor Sibbald agreed to organise the review.

Action: Sibbald

31. Bank mandates, signatories and processing of online payments

Traditionally the signatories had been the Town Mayor, Deputy Town Mayor, Committee Chairmen and Town Clerk, with any three to sign. With the migration to online payments the Clerk has been able to effect payments without intervention by others. He currently seeks approval by email for payments from at least two other signatories. A bank account had been opened with Unity Trust to enable electronic authorisation to be made by three signatories. The Clerk advised that it would be helpful to increase the number of signatories to support the online authorisation. It was agreed that Councillors Cameron and Walters, and the Deputy Clerk, be added to the signatory list. The Clerk would continue to seek approval by email for payments from the Town Mayor, Deputy Town Mayor and Committee Chairmen.

Action: Clerk

32. Asset of Community Value - to note expiry of Wantage Community Hospital listing on 2 February 2023 and to consider re-applying

It was agreed that the Clerk should re-apply.

Action: Clerk

33. List of direct debits and standing orders

The list was noted.

34. Review of schedule of charges

The schedule of charges was noted.

35. Review of Treasury and Investment Policy, and Investment Strategy

These were to be referred to the next Council meeting for approval.

Action: Clerk

Management and Finance

36. To receive the External Auditor Report and Certificate 2021/22 and Notice of Conclusion of Annual Audit

The report was noted. The Clerk challenged the accuracy of the comments in the report. He agreed to refer this to the auditor. He was also to ask for the name of the individual auditor who had signed off the report. **Action: Clerk**

37. Accounts for Payment

ON THE PROPOSITION OF Councillor Sheldon
SECONDED BY Councillor Menzies
IT WAS RESOLVED that the accounts for payment in the sum of £56,521.55 (attached) be approved.

38. General correspondence

a) Promotion, Communication and Events Committee meeting to be held on 10 October 2022

The Committee Chairman had indicated that she was unable to physically attend the above meeting but could participate if members engaged online. It was agreed that the members should engage using Teams. Access to this was to be given to the public. **Action: Clerk**

Confidential items

ON THE PROPOSITION OF Councillor Crawford
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.

39. To consider donation requests.

a) Wantage Association of Retired Persons

ON THE PROPOSITION OF Councillor Crawford
SECONDED BY Councillor Sibbald
IT WAS RESOLVED that a donation of £500 be made to the Association. The Clerk was to advise the Association that it was hoped this donation would provide support until the membership numbers increased, **Action: Clerk**

b) Down to Earth Community Café CIC

ON THE PROPOSITION OF Councillor Hannaby
SECONDED BY Councillor Crawford
IT WAS RESOLVED that a donation of £ 954.88 be made to the CIC.

c) Home-Start Southern Oxfordshire

ON THE PROPOSITION OF Councillor Hannaby
SECONDED BY Councillor Walters
IT WAS RESOLVED that a donation of £2,000 be made.

40. Future ownership and maintenance responsibilities for Manor Road Recreation Ground

The District Council had provided a figure for the cost of annual maintenance. It was agreed that the Clerk should request a breakdown of the cost and some indication of the likely commuted sum to be offered. **Action: Clerk**

41. Staffing update

Problems were being experienced with vehicles parking overnight in the Market Square and obstructing the market set up. To respond to this there would be a need for some staff members to work outside their normal hours. It was agreed that a letter be sent to all businesses and residents around the town centre advising that the Council intends to re-introduce parking enforcement on an ad hoc basis. The Clerk was also to restart the process for recruiting a parking attendant. **Action: Clerk**

The meeting closed at 9.10 pm.

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Wantage Town Council

Accounts for Payment - July to September 2022

Date	Payee	Description	Powers	Ref	£
01/08/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/09/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/08/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/08/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
01/09/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/09/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
15/08/2022	BNP Paribas	Photocopier lease	LGA 72	DD	179.19
04/08/2022	Barclays	Bank charges	LGA 72	DD	12.10
06/09/2022	Barclays	Bank charges	LGA 72	DD	10.90
19/08/2022	NEST	Pension contribution payments	Office	DD	387.31
19/08/2022	Staff - various	August payroll	Office/OA1985	Bacs	8,016.93
21/07/2022	NEST	Pension contribution payments	Office	DD	391.48
21/07/2022	Staff - various	September payroll	Office/OA1985	Bacs	8,087.46
		Total direct debits			18,887.37
09/05/2022	Community Heart	Defibrillator pads	S137	Online	60.00
07/06/2022	Wantage Silver Band	Entertainment at Jubilee Lunch	Entertainment	Online	500.00
18/07/2022	M Belcher	Entertainment artisan market 10 July	Entertainment	Online	320.00
20/07/2022	Barclaycard	Quickbooks/adobe subs, shredder and stationery	Office	Online	107.56
21/07/2022	SGW Payroll	Payroll processing July	Office/OA1985	Online	66.12
22/07/2022	Kingdom Signs	Twin town flags for town entry signs	Highways	Online	36.00
22/07/2022	Charlton Env Services	Weedkilling treatment	Highways	Online	1,110.00
23/07/2022	BT	Broadband services	Office	Online	150.82
29/07/2022	HMRC	PAYE for July	Office/OA1985	Online	2,028.30
29/07/2022	Red Corner	Photocopier charges	Office	Online	21.95
29/07/2022	VWHDC	Meeting room hire	LGA 72	Online	252.72
30/07/2022	D Reynolds	Entertainment market 30 July	Entertainment	Online	100.00
31/07/2022	SSE	Electricity for shed	LGA 72	Online	115.17
31/07/2022	White Horse Horticulture	Cemetery/play area mtce, market duties and Alfred's Well mtce	Burials/LGA 72/OA1985	Online	1,240.00
02/08/2022	Howard Hill	Entertainment market 30 July	Entertainment	Online	100.00
04/08/2022	Caroline's Angels	Cleaning of tablecloths and bunting	Entertainment	Online	154.00
06/08/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
06/08/2022	L Williams	Entertainment market 6 August	Entertainment	Online	100.00
13/08/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
13/08/2022	C Jones	Entertainment market 3 September	Entertainment	Online	100.00
13/08/2022	D Reynolds	Entertainment market 13 August	Entertainment	Online	100.00
13/08/2022	Haynes of Challow	Maintenance materials for Alfred's Well	LGA 72	Online	75.80
20/08/2022	Barclaycard	Quickbooks/adobe subs and stationery	Office	Online	138.65
21/08/2022	HMRC	PAYE for August	Office/OA1985	Online	1,891.39
24/08/2022	SGW Payroll	Payroll processing August	Office/OA1985	Online	62.64
25/08/2022	VWHDC	Street name signs replacement batch 3	Highways	Online	2,785.09
25/08/2022	VWHDC	Street name signs replacement batch 2	Highways	Online	2,754.74
26/08/2022	VWHDC	Room hire at The Beacon	LGA 72	Online	84.24
31/08/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
31/08/2022	Cemetery Devt. Services	Proposals for cemetery extension	Burials	Online	3,480.00
31/08/2022	White Horse Horticulture	Cemetery/play area mtce, market duties and Alfred's Well mtce	Burials/LGA 72/OA1985	Online	2,100.00

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Date	Payee	Description	Powers	Ref	£
01/09/2022	Broxap	Bins for the cemetery	Burials	Online	2,658.96
03/09/2022	I Freeman	Entertainment market 13 August	Entertainment	Online	100.00
04/09/2022	BT	Telephone services	LGA 72	Online	65.32
08/09/2022	P Ley	Newsletter desinging	Information	Online	225.00
08/09/2022	Solopress	Newsletter printing	Information	Online	918.70
12/09/2022	D Reynolds	Entertainment market 3 September	Entertainment	Online	100.00
15/09/2022	SGW Payroll	Payroll processing	Office/OA1985	Online	62.64
15/09/2022	Royal Mail	Distribution of September newsletter	Information	Online	1,080.04
20/09/2022	Barclaycard	Quickbooks/adobe subs, and stationery	LGA 72	Online	228.27
21/09/2022	Communicorp	Freedom scroll	LGA 72	Online	138.66
21/09/2022	HMRC	PAYE for September	Office/OA1985	Online	1,910.51
21/09/2022	Sustainable Wantage	Hire of Mix for Ukrainians	Information	Online	400.00
24/09/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
24/09/2022	I Freeman	Entertainment market 24 September	Entertainment	Online	100.00
27/09/2022	Castle Water	Water at Naldertown allotments	Allotments	Online	200.07
27/09/2022	Castle Water	Water at Larkhill allotments	Allotments	Online	190.52
28/09/2022	Photogenic	Framing of Freedom Scroll	LGA 72	Online	59.00
29/09/2022	Oxfordshire CC	Rent for Larkhill allotments	Allotments	Online	530.00
29/09/2022	Castle Water	Water at Grove Road allotments	Allotments	Online	29.58
29/09/2022	CDS	Cemetery design services	Burials	Online	5,520.00
30/09/2022	White Horse Horticulture	Market duties, road closure, tree surgery, painting bus shelter, litter removal cemetery	Burials/LGA 72/OA1985	Online	1,910.00
30/09/2022	Red Corner	Photocopier charges	LGA 72	Online	19.72
		Total cheque/online payments			37,634.18
		Total payments July to September 2022			56,521.55