

MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORTWAY, WANTAGE ON MONDAY 5 DECEMBER 2022, AT 7.30 P.M.

Councillors present: Councillor Major J Sibbald (Town Mayor)
Councillors I R Cameron, A Crawford, A Duveen,
T Gilhorne, J T Hannaby, A C Menzies, P O'Leary,
I L Sheldon, S Third and C Walters.

Clerk: W P Falkenau
Deputy Clerk: S Sanders

Apologies for absence

Apologies for absence were received from Councillors E L Johnson, and C H Wills-Wright.

To receive any declarations of disclosable pecuniary interests, other registrable interests and non-registerable interests

These were to be given as the meeting proceeded.

To approve the minutes of the Council meetings held on 31 October 2022

The minutes were approved and signed.

59. Statements and Questions from the public

None.

60. Matters arising from the Council meetings held on 17 and 31 October 2022

56. Casual Vacancy Co-option

Dr Wright had indicated acceptance of the invitation for co-option as a member of the Council. She had yet to complete the declaration of acceptance of office.

61. To receive and consider the Planning Committee minutes of the meetings held on 17 October and 7 November 2022

ON THE PROPOSITION of Councillor Cameron
SECONDED BY Councillor Menzies
IT WAS RESOLVED that the minutes be adopted.

62. Minutes of the Leisure and Amenities Committee meeting held on 31 October 2022, including approval of amendments to cemetery regulations and increase in fees

17 a) Development of improvements to the cemetery extension

The District Council was holding over £68k in S106 contributions relating to the cemetery. The Deputy Clerk was to progress the application for these funds. **Action: Deputy Clerk**

18 e) Update on request for site meeting with OCC officer at Willow Lane

The surface of the lane leading to the Letcombe Fields allotment site was in a poor condition. A quote of £7,850 had been obtained for repairing it. Although other parties and property owners might have a responsibility for this, it was felt that on this occasion the Town Council should meet the full cost rather than delay to seek contributions from others.

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Crawford

IT WAS RESOLVED to accept the quote of £7,850 and to proceed with repairs to the Willow Lane surface. **Action: Deputy Clerk**

ON THE PROPOSITION of Councillor Hannaby
SECONDED BY Councillor Duveen

IT WAS RESOLVED that the minutes, as amended, be adopted.

Amendments to cemetery regulations and increase in fees

The updated cemetery regulations were considered.

ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Sheldon

IT WAS RESOLVED to approve the updated cemetery regulations and cemetery fees.

63. Minutes of the Promotion, Communications and Events Committee meeting held on 21 November 2022, including consideration of arrangements relating to the King's Coronation

ON THE PROPOSITION of Councillor Gilhome
SECONDED BY Councillor Third

IT WAS RESOLVED that the minutes be adopted.

Arrangements relating to the King's Coronation

The Clerk had summarised in a memorandum of the 4 December, the arrangements being progressed by the working group, as follows:

1. Event to take place in the Market Place on Saturday 6 May 2023 11 am to 9 pm.
2. Market Place closed to traffic (6.30 am to 11 pm).
3. Coronation to be live streamed on to screens followed by live music entertainment.
4. Budget of £15,000.
5. Nature of event to be similar to that of Queen's jubilee event.

The holding of the event on 6 May coincided with the date on which the May Fair would normally be held. The Oxfordshire Act 1985 indicated that the date of the fair was at the discretion of the Town Council.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Hannaby

IT WAS RESOLVED that the May Fair's Riding Master be offered the option of holding the May Fair on Monday 8th May 2023, which was now a public holiday. **Action: Clerk**

It was noted that tolls for the May and October 2022 fairs were still outstanding. If payment was not forthcoming within the next few weeks, these fairs would not proceed in 2023.

ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Sheldon

IT WAS RESOLVED that the arrangements for the King's Coronation event, be approved as detailed above.

**64. Minutes of the Policy, Management and Finance Committee meeting held on
14 November 2022**

ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Walters
IT WAS RESOLVED that the minutes be adopted.

Confidential item

ON THE PROPOSITION of Councillor Sibbald
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.

Staffing Update

In a memorandum dated 4 December 2022, the Clerk requested that consideration be given to
increasing the working hours of the Mayor's PA and the Clerk's Assistant by ten hours and
nine hours respectively. These extra hours would enable them to give more support to the work
of the Deputy Clerk and the Town Centre Manager.

ON THE PROPOSITION of Councillor Sheldon
SECONDED BY Councillor Walters
IT WAS RESOLVED that the working hours of the Mayor's PA and the Clerk's Assistant be
increased by ten hours and nine hours respectively with effect from 1 January 2023.

The meeting came out of confidential session.

65. Financial Statements to November 2022

The financial statements and bank reconciliation were presented and noted.

66. To confirm the Town Mayor's allowance for 2023/24

ON THE PROPOSITION of Councillor Crawford
SECONDED BY Councillor Sheldon
IT WAS RESOLVED that the Town Mayor's Allowance be £3,300 for the year 2023/24.

The Clerk was to seek further advice concerning the deduction of the tax from the allowance.

Action: Clerk

67. To consider budgets and setting of precept for 2023/24

The attached Financial Statements and Estimates Worksheets were considered. The figures
were accepted without change.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor O'Leary
IT WAS RESOLVED that the precept for 2023/24 be set at £368,500.

The Clerk was thanked for his work in preparing the statements.

68. Review of Standing Orders and Financial Regulations

The Standing Orders had been updated to automatically invoke the Emergency Consultation Panel in the event of a period of national mourning. The Financial Regulations were unchanged.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Menzies
IT WAS RESOLVED that the Standing Orders and Financial Regulations be re-adopted without further amendment.

69. To review Fixed Asset Schedule and level of insurance cover

The fixed asset schedule containing details of insurance cover was reviewed.

ON THE PROPOSITION of Councillor Sibbald
SECONDED BY Councillor Duveen
IT WAS RESOLVED that the asset schedule and the level of insurance cover were suitable.

There had been a recent incident of the King Alfred Statue axe being damaged by someone climbing on to the statue to place a cone on the statue head. It was agreed that the Town Mayor should prepare a press release to discourage those who might cause damage.

Action: Sibbald

70. To consider response to letter, dated 23 November 2022, from M Stone, Chief Executive of the Vale of White Horse District Council, concerning S106 funding available for leisure facilities in Wantage and Grove

The letter indicated that the land in Mably Way was not available for the provision of a leisure facility due to covenants preventing this. Also, there was insufficient funding available. The District Council intended to employ consultants to review needs and look at alternative options.

ON THE PROPOSITION of Councillor Menzies
SECONDED BY Councillor Third
IT WAS RESOLVED that a letter be sent to Mr Stone seeking more information about the covenants and requesting a meeting with Mr Stone and others from the District Council at the earliest opportunity. He is to ask whether the District Council has any architectural plans for the learner pool extension at the Wantage Leisure Centre swimming pool. **Action: Clerk**

A copy of the letter was to be passed to Grove Parish Council. **Action: Clerk**

A copy of the HM Land Registry documents were to be passed to all councillors. **Action: Clerk**

71. General correspondence

None.

72. District and County Councillors' reports

District Council

Councillor Bethia Thomas had taken over as leader of the Council. The District Council had withdrawn participation in the Oxfordshire Plan 2050. Budgets were being squeezed because many ongoing contracts were index linked and the Council was unable to substantially increase council tax.

County Council

The County Council had a new Chief Executive Officer – Dr Martin Reeves. The Central Oxfordshire Travel Plan had been approved. The County Council was working on reducing a significant funding gap.

73. Town Mayor’s communications

The Town Mayor's communications were available to view on the Town Council's website. He reminded councillors of events being held in the lead up to Christmas, to which they were invited to attend.

The meeting closed at 9.13 p.m.

WPF

WANTAGE TOWN COUNCIL

PRECEPT AND RESERVES WORKING SHEET 2023/2024

2022/2023

1. GENERAL RESERVES MOVEMENT

£

Budget
£

Balance of General Reserves 31 March 2022

380,737

391,745

Precept 2022/23

355,000

355,000

Total funds available

735,737

746,745

Forecast Committee Expenditure 2022/23

Leisure and Amenities

(202,055)

(220,903)

Planning

(4,496)

(50,050)

Promotion, Communication and Events

(10,926)

(77,715)

Policy, Management and Finance

(257,300)

(244,700)

Total Forecast Committee Expenditure

(474,777)

(593,368)

Transfers to/from Capital and Project Reserves 2022/23

Cemetery Land Development

20,000

-

Wantage Silver Band

10,000

Community support/infrastructure projects

10,000

Community Infrastructure Levy

8,396

-

Balance of General Reserves 31 March 2023

309,356

153,377

Balance of Capital and Project Reserves 31 March 2023

228,311

239,945

Estimate Committee Expenditure 2023/2024

Leisure and Amenities

(254,532)

Planning

(10,500)

Promotion, Communication and Events

(128,750)

Policy, Management and Finance

(307,420)

Total Estimate Committee Expenditure

(701,202)

Transfers to/from Capital and Project Reserves 2023/2024

Community Infrastructure Levy

8,366

Community support/infrastructure projects (MP Pedestrianisation)

50,000

Neighbourhood Plan projects

20,000

(walking/cycle route signs)

Precept 2023/2024 (+3.8%)

368,500

Balance of General Reserves 31 March 2024

55,020

2. CAPITAL AND PROJECT RESERVE

	Balance b/f 1.4.2022 £	Additions/ (Reductions) 2022-23 £	Additions/ (Reductions) 2023-24 £	Balance at 31.3.2024 £
Cemetery Land Development	20,000	(20,000)	-	-
Community support/infrastructure projects	100,000	(10,000)	(50,000)	40,000
Neighbourhood Plan projects	120,000	-	(20,000)	100,000
Cemetery artwork	1,000	-	-	1,000
Burial reservations	3,945	-	-	3,945
Wantage Silver Band	10,000	(10,000)	-	-
Elections	5,000	-	-	5,000
Community Infrastructure Levy	8,396	(30)	(8,366)	-
Total	268,341	(40,030)	(78,366)	149,945

WANTAGE TOWN COUNCIL

LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2022/2023 Actual YTD £	2022/2023 Budget £	2022/2023 Forecast £	2023/2024 Estimate £
INCOME				
Allotments	3,053	3,800	4,000	4,000
Cemetery	3,217	4,000	5,000	5,500
Fair Tolls	-	2,562	1,708	2,818
Market Tolls	11,499	18,000	23,000	23,000
Misc	-	-	-	-
Parking Fines	150	3,000	500	3,000
Grants and provisions				
VC Forecourt	3	30	15	15
TOTAL INCOME	17,922	31,392	34,223	38,333
EXPENSES				
Allotment:				
Maintenance	150	1,000	1,000	1,000
Clearance	750	1,000	1,000	1,000
Water	766	1,000	1,000	1,000
Rent	815	795	815	815
Fence Stockham	-	-	-	5,000
Allotment-Other	1,295	-	1,295	-
TOTAL Allotment	3,776	3,795	5,110	8,815
Car Park MP:				
Attendant	832	4,500	3,000	4,500
Rates	2,830	4,500	4,042	4,500
Car park mtce	12,998	3,000	12,998	3,000
Car Park MP-Other	-	-	-	-
TOTAL Car Park MP	16,660	12,000	20,040	12,000
Cemetery:				
Cemetery hedge/trees	650	1,000	1,000	1,000
Cleaning/clearance	4,622	4,000	4,000	4,500
Grasscutting	4,550	8,000	5,750	9,000
Maintenance	325	1,500	1,500	1,500
Rates	-	1,000	1,000	1,000
Tree maintenance	-	1,000	25,000	1,000
Cemetery extension	7,500	19,000	9,800	-
Plant following rem trees	-	-	-	5,000
Benches	-	-	-	1,500
Bins	-	-	-	1,500
Notices	-	-	-	1,000
Cemetery-Other	-	-	-	-
TOTAL Cemetery	17,647	35,500	48,050	27,000
Fairs:				
Attendant	-	600	-	-
Closure	160	250	160	300
Clean up				
TOTAL Fairs	160	850	160	300
Market Sq:				
Attendant	2,006	3,500	4,500	5,000
Market contractor	1,800	-	3,600	4,000
Floral displays	4,214	7,000	6,728	7,500
CCTV maintenance	-	7,750	7,750	8,500
Christmas displays	1,874	15,000	20,000	18,000

Statue clean	1,220	-	1,220	-
Rates	1,482	2,550	2,470	2,700
Garage rent	1,750	1,200	3,000	3,000
MP Trees	-	-	10,000	20,000
Market Sq - refurb	12,998	-	12,998	-
Planters (around statue)	-	-	-	2,000
PO Sq Shed	-	-	-	2,000
Market Sq-Other	-	500	500	500
TOTAL Market Sq	27,344	37,500	72,766	73,200

LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2022/2023 Actual YTD £	2022/2023 Budget £	2022/2023 Forecast £	2023/2024 Estimate £
Street Furniture (includes bus shelters)	580	7,000	1,000	20,000
Street name signs	8,383	17,500	8,383	-
Walking/Cycling route signs	-	-	-	20,000
Salt bins	-	1,200	-	1,500
VC Forecourt wages	-	15,500	-	-
VC Forecourt mtce	129	1,000	1,000	1,000
Weedkilling	2,775	2,500	2,775	3,100
Other	-	500	500	500
	11,867	45,200	13,658	46,100
Play Areas:				
Grasscutting	430	900	550	900
Maintenance	-	-	-	-
Play Areas-Other	-	550	-	550
TOTAL Play Areas	430	1,450	550	1,450
Projects:				
Alfred's Bath	776	1,000	1,000	1,000
Manor Road Memorial Park	2,444	60,000	2,444	60,000
MP pedestrianisation	3,500	50,000	50,000	50,000
Portway toilets upgrade	-	-	12,000	-
Tree planting at Park	-	5,000	7,500	10,000
Land GR tree removal	-	-	3,000	3,000
Other	-	-	-	-
	6,720	116,000	75,944	124,000
TOTAL Expenditure	84,604	252,295	236,278	292,865
TOTAL INCOME - EXPENSES	(66,682)	(220,903)	(202,055)	(254,532)

04/12/2022

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

	2022/2023 Actual YTD £	2022/2023 Budget £	2022/2023 Forecast £	2023/2024 Estimate £
EXPENSES				
Neighbourhood Plan				
Consultations	500	-	1,500	-
Consultants	-	-	2,500	-
Inspection/referendum	-	15,000	-	-
Deputy Clerk support	-	-	-	-
Other	457	550	496	-
Contingency	-	-	-	-
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	957	15,550	4,496	-
Traffic Calming Measures				
Speed checks	-	500	-	500
VAS/SIDs	-	4,000	-	10,000
20's Plenty		10,000	-	-
Waiting restriction changes		20,000	-	-
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TOTAL Expenditure	957	50,050	4,496	10,500

04/12/2022

PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2022/2023 Actual YTD £	2022/2023 Budget £	2022/2023 Forecast £	2023/2024 Estimate £
INCOME				
Town Centre Manager	-	24,000	64,000	-
EXPENSES				
PC&E:				
Town Centre Manager/Town Project Coordinator	22,611	34,500	40,500	42,500
LED displays/comms strategy	-	30,000	-	30,000
Events	463	20,000	1,000	20,000
Jubilee/coronation event	13,091		13,091	15,000
Town Flags	1,115	1,500	1,115	1,500
Mobiloo	-	2,500	495	2,500
Newsletter	7,094	5,465	9,500	9,500
Volunteers' Reception	10	1,500	1,500	1,500
Awards	-	-	-	-
TCM promotion	3,110	5,000	5,000	5,000
Website	840	750	660	750
Other	2,065 *	500	2,065	500
TOTAL PC&E	50,399	101,715	74,926	128,750
TOTAL EXPENDITURE PC&E	50,399	77,715	10,926	128,750

* PA equioment

04/12/2022

WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE COMMITTEE - ESTIMATES WORKSHEET

	2022/23 Actual YTD £	2022/23 Budget £	2022/23 Forecast £	2023/24 Estimate £
PM&F				
INCOME:				
Bank interest	968	1,000	1,500	1,500
EXPENSES				
Grants:				
Children's Centre	11,500	11,500	11,500	12,000
Donations	12,153	15,000	15,000	16,000
Dickensian Evening	-	2,000	2,000	2,000
VCI	11,000	11,000	21,000	12,000
Sweatbox	-	13,500	28,000	15,000
Youth Community Project	-	1,000	-	1,000
Letcombe Brook project	10,500	10,500	10,500	11,000
Museum	14,250	19,000	19,000	20,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	5,500	5,500	5,500	6,000
Be Free Young Carers	5,000	5,000	5,000	5,000
Summer Festival	-	2,000	-	2,000
Sustainable Wantage	-	-	-	10,000
Wantage Silver Band	-	10,000	10,000	10,000
Orchard Counselling	-	3,500	3,650	3,500
TOTAL Grants	74,665	115,850	137,500	131,850
STAFF COSTS				
Salaries:				
Salary Admin	328	1,000	1,000	1,000
Salaries-Other	49,456	80,000	92,000	108,000
TOTAL Salaries	49,784	81,000	93,000	109,000
Staff Training	-	750	-	1,000
Total Staff Costs	49,784	81,750	93,000	110,000
OFFICE COSTS				
Office Mtce:				
Rates and utilities				
Office Mtce-Other	-	2,000	2,200	2,500
TOTAL Office Mtce	-	2,000	2,200	2,500
Office Admin:				
Photocopier	480	500	700	700
Postage	71	300	200	300
Stationery	344	300	500	500
Telephone	565	800	800	800
Office 365	1,982	2,000	1,982	2,100
Zoom subscription	480	500	480	-
Office Admin-Other	-	100	100	100
	3,922	4,500	4,762	4,500
External Audit	800	1,000	800	1,200
Internal Audit	350	750	790	870
Bank Chrg	183	300	370	400
Clerk's Exps	-	100	-	100
Computers	-	500	-	500
Total Office Costs	5,255	9,150	8,922	10,070

WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE COMMITTEE - ESTIMATES WORKSHEET

	2022/23	2022/23	2022/23	2023/24
	Actual YTD £	Budget £	Forecast £	Estimate £
Health & Safety				
Insurance	3,450	3,700	3,450	3,700
Mayor's Chain/badges	-	-	-	2,000
Mayor's Exps	1,785	2,975	2,975	3,300
Civic Visits	-	3,500	-	3,500
Election	-	-	-	15,000
Freedom of Town	175	1,500	175	1,500
Subscriptions	2,178	2,175	2,178	2,400
Sundry	491	100	600	600
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	8,079	13,950	9,378	32,000
HEALTH SUB-COMMITTEE	-	5,000	-	5,000
CLIMATE EMERGENCY SC	-	20,000	10,000	20,000
TOTAL EXPENDITURE	<hr/>	<hr/>	<hr/>	<hr/>
	137,783	245,700	258,800	308,920
TOTAL PM&F NET EXPENDITURE	<hr/>	<hr/>	<hr/>	<hr/>
	137,783	244,700	257,300	307,420

04/12/2022