

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE  
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,  
WANTAGE ON MONDAY 12 JUNE 2023 AT 7.30 PM**

Committee members present: Councillor A Crawford (Chairman)  
Councillors I R Cameron, R Fitzjohn, A Gilhome, J T Hannaby,  
E L Johnson, A C Menzies, K Morris, S Third, C Walters and  
V Wright.

Others present: M White – Wantage Literary Festival (up to item 2)  
G Williams – Wantage Art Group (up to item 2)

Town Clerk: W P Falkenau

**Apologies for Absence**

Apologies for absence were received from Councillors A Dunford, A Duveen and  
P O’Leary.

**Declarations of disclosable pecuniary interests, other registrable interests and non-  
registrable interests**

None.

**To approve the minutes of the meeting held on 13 March 2023**

The minutes were approved and signed.

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

None.

**2. Briefings by applicants for donations and grants**

a) Wantage Literary Festival

Mr White gave a briefing in support of the application. There were going to be thirty three events, back to pre-pandemic levels, with commensurate higher costs. After answering questions, Mr White was thanked for his briefing.

b) Wantage Art Group

Mr Williams gave a briefing in support of the application. The number of members had not returned to pre-pandemic levels and hence there was a shortfall in funding. He outlined the activities the group was involved in. After answering questions, Mr Williams was thanked for his briefing.

Mr White and Mr Williams left the meeting.

**3. Matters arising from the minutes**

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

The only issue left to resolve was the contention between provision of space for delivery vehicles versus taxis in the area by the flower bed. The County Council was awaiting proposals from the Town Council. A proposal from the Planning Committee was due to be referred to the next Council meeting. It was felt that the Leisure and Amenities Committee should also consider this.

**Action: Clerk**

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

There was nothing further to report.

c) Request for CCTV camera in Wallingford Street

The installation of a camera in Wallingford Street was awaited.

d) Update regarding Kingsgrove Community Hall

A planning application had been submitted.

It was agreed that items b), c) and d) be removed from the agenda of future meetings of this committee.

**Action: Clerk**

e) Registration of Council land with HM Land Registry

HM Land Registry had advised that it had scheduled to attend to this in August.

f) Update re community bus service working group

Councillor Cameron gave an update. There was a need to proceed with a "Transport Needs Survey". Subject to the outcome, there would also be a need to set up a Community Interest Company (CIC) to operate the community bus. Funding was required for this.

ON THE PROPOSITION OF Councillor Wright

SECONDED BY Councillor Gilhome

IT WAS RESOLVED that a sum of up to £4,000 be allocated to meet the cost of the survey and the setting up of the CIC.

g) Asset of Community Value - Wantage Community Hospital

The Clerk was halfway through the application process to relist the Community Hospital as an Asset of Community Value. It was noted that the listing of the Grove Road and Larkhill allotment sites were due to expire in the coming months.

ON THE PROPOSITION OF Councillor Cameron

SECONDED BY Councillor Johnson

IT WAS RESOLVED that the Clerk should apply for the relisting of the Grove Road and Larkhill allotment sites.

**Action: Clerk**

h) Kingsgrove Development surface water drainage

A site meeting with the developer, involving councillors and the Letcombe Brook Officer, had recently been held. Issues relating to the handling of surface water drainage from the Grove Road roadway could be resolved by the expansion of a balancing pond from County Council owned land into the Town Council owned land. This was additional to the provision of a water outflow over Town Council owned land to take surface water from the Kingsgrove Development into the Letcombe Brook. A report from the Environment Agency was awaited.

The developer had been seeking a legal agreement with the Town Council to cover the works to be undertaken on Town Council owned land. It was agreed to advise the developer that the

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Town Council was predisposed to enter into a legal agreement, subject to more detail in writing being provided regarding what is being proposed. **Action: Clerk**

**POLICY**

**4. Minutes of the Health Sub-committee meeting held on 25 May 2023**

The minutes were considered. A workshop, organised by the NHS, was to be held on 28 June to develop options for the provision of future services at Wantage Community Hospital. Councillors Crawford and Hannaby were due to attend. Councillor Wright agreed to also attend. A formal public consultation on the future of the closed beds and the options developed from the workshop would take place in due course.

**5. Minutes of the Climate Emergency Sub-committee meeting held on 8 June 2023.**

The minutes were considered and accepted.

**6. To consider whether there should be changes to the committee and sub-committee arrangements.**

Proposals relating to future arrangements were to be developed outside the meeting.

**Action: Crawford**

County Councillor Hannaby was to engage with County Council officers on how to make the Traffic Advisory Committee more effective.

**Action: Hannaby**

**7. To receive internal audit report for the year ended 31 March 2023.**

An internal audit review had been conducted on 31 May. Two observations had been made. One related to the publication of a notice under the Members Allowances Regulation 2003. The other related to the review of the year-end bank reconciliation. The Clerk was to prepare comments in response and for consideration at the next Council meeting. **Action: Clerk**

**8. To confirm a change in minutes protocol to refer to “Chair” not “Chairman” and to include academic titles in the councillor attendance lists.**

ON THE PROPOSITION OF Councillor Johnson  
SECONDED BY Councillor Wright  
IT WAS RESOLVED that the term “Chair” be adopted.

ON THE PROPOSITION OF Councillor Hannaby  
SECONDED BY Councillor Walters  
IT WAS RESOLVED not to include academic titles in attendance lists.

**Management and Finance**

**9. Accounts for Payment**

ON THE PROPOSITION OF Councillor Hannaby  
SECONDED BY Councillor Walters  
IT WAS RESOLVED that the accounts for payment in the sum of £157,338.98 (attached) be approved.

**10. General correspondence**

None.

**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.

**11. To consider donation requests**

a) Wantage Literary Festival

Councillor Hannaby declared an other registrable interest and left the meeting for this item.

ON THE PROPOSITION OF Councillor Gilhome  
SECONDED BY Councillor Wright  
IT WAS RESOLVED that a grant of £2,000 be made to the Wantage Literary Festival.  
(power – entertainment)

b) Wantage Art Group

ON THE PROPOSITION OF Councillor Johnson  
SECONDED BY Councillor Fitzjohn  
IT WAS RESOLVED that a donation of £250 be made to the Wantage Art Group. The group were to be advised that a further request would be considered if it was successful in developing a promotional plan to attract membership from the wider community. (power – arts).  
**Action: Clerk**

The question of ways in which community organisations can be encouraged to engage more widely within the community was to be referred to the Promotion, Communication and Events Committee.  
**Action: Gilhome**

**12. Staffing update - Town Clerk/Responsible Financial Officer recruitment**

Initial interviews had been conducted by Councillors Cameron, Gilhome and Hannaby, and the Clerk. A shortlist of two had been agreed. These candidates had visited the Council Offices the previous Monday. It was agreed to proceed with a second and final interviews prior to the Council meeting on 26 June 2023. An interview panel of four or five consisting of councillors from Councillors Cameron, Fitzjohn, Gilhome Johnson, Walters and Wright, and the Clerk were to participate. The Clerk was to arrange.  
**Action: Clerk**

It was reported that some public facing staff members had experienced abusive incidents. The Staffing Sub-committee was to consider how to deal with this. **Action: Staffing SC**

The market attendant had given his notice of resignation. There had previously been discussion about employing a person to undertake a wider range of duties as well a market duties eg parking enforcement, property cleaning, notice board updates, flag flying etc.

ON THE PROPOSITION OF Councillor Gilhome  
SECONDED BY Councillor Walters  
IT WAS RESOLVED to proceed with the recruitment of a person to undertake the market and the wider range of duties.  
**Action: Clerk**

The meeting closed at 9.30 pm

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**Wantage Town Council**

**Accounts for Payment - March to June 2023**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
01/04/2023	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/05/2023	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/06/2023	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
03/04/2023	VWHDC	Rates for market	OA1985	DD	119.03
03/04/2023	VWHDC	Rates for car park	OA1985	DD	322.60
02/05/2023	VWHDC	Rates for market	OA1985	DD	124.00
02/05/2023	VWHDC	Rates for car park	OA1985	DD	319.00
01/06/2023	VWHDC	Rates for market	OA1985	DD	124.00
01/06/2023	VWHDC	Rates for car park	OA1985	DD	319.00
01/06/2023	VWHDC	Rates for cemetery	Burials	DD	197.99
15/05/2023	BNP Paribas	Photocopier lease	LGA 72	DD	179.19
03/04/2023	Barclays	Bank charges	LGA 72	DD	16.90
09/05/2023	Barclays	Bank charges	LGA 72	DD	31.00
06/06/2023	Barclays	Bank charges	LGA 72	DD	10.90
21/03/2023	NEST	Pension contribution payments	Office	DD	499.39
21/03/2023	Staff - various	March payroll	Office/OA1985	Bacs	8,923.38
21/04/2023	NEST	Pension contribution payments	Office	DD	499.39
21/04/2023	Staff - various	April payroll	Office/OA1985	Bacs	9,231.88
19/05/2023	NEST	Pension contribution payments	Office	DD	499.39
19/05/2023	Staff - various	May payroll	Office/OA1985	Bacs	9,042.88
<b>Total direct debits/standing orders</b>					<b>31,209.92</b>
07/12/2022	Vehicles for change	Mobiloo for Coronation event	Entertainment	Online	591.80
04/03/2023	BT	Telephone services	Office	Online	64.57
04/03/2023	Haynes of Challow	Bin bags	Burials	Online	30.00
10/03/2023	The Cake Shop	Cakes for the Cronation event	Entertainment	Online	482.00
11/03/2023	Aasvogel	Cemetery skip hire	Burials	Online	288.00
13/03/2023	Mercer Rolls	Instal/remove Christmas canopy poles, instal door	Tourism/street	Online	460.00
14/03/2023	Zurich Municipal	Insurance re Coronation event	Entertainment	Online	56.00
14/03/2023	A Yates	Printer cartridges	Office	Online	58.99
15/03/2023	Trophies Plus	Badges for Coronation event	Entertainment	Online	962.49
16/03/2023	VWHDC	Drinks for Volunteers Reception	S137	Online	428.40
20/03/2023	Barclaycard	Quickbooks/adobe subs, stationery/office items	Office	Online	258.39
21/03/2023	HMRC	PAYE for March	Office/OA1985	Online	2,400.38
22/03/2023	Castle Water	Water for Grove Road allotments	Allotments	Online	215.05
22/03/2023	Castle Water	Water for Lark Hill allotments	Allotments	Online	218.92
22/03/2023	Natural Stone Craft	Repair to statue axe	LGA 72	Online	114.00
22/03/2023	Solopress	Coronation event leaflets and posters	Entertainment	Online	48.12
27/03/2023	Howard Hill	Love Wantage URLs	Information	Online	50.00
29/03/2023	E Gillott	Deposit re craft activity for Coronation event	Entertainment	Online	25.00
29/03/2023	Glanville	Consultants re MP pedestrianisation	Highways	Online	2,940.00
31/03/2023	Aasvogel	Cemetery skip hire	Burials	Online	288.00
31/03/2023	SGW Payroll	Payroll processing March	Office/OA1985	Online	62.64
31/03/2023	White Horse Horticulture	Cemetery/play area grass cutting, allotment mtce, market duties	Burials/OA 1985	Online	2,065.00
31/03/2023	Red Corner	Photocopier charges	Office	Online	39.77
31/03/2023	OALC	Annual subscription 2023/24	LGA72	Online	2,694.84
03/04/2023	KJ Kelly	Deposit re facepainting for Coronation Event	Entertainment	Online	50.00
03/04/2023	VWHDC	Market Place annual licence fee	Entertainment	Online	70.00
04/04/2023	Summer Art Festival	Grant	Entertainment	Online	1,500.00
04/04/2023	Amegos Theatre	Donation	Entertainment	Online	1,000.00
04/04/2023	Orchard Counselling	Grant	Information	Online	3,600.00

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<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
12/04/2023	M Baker	Artwork for Coronation material	Entertainment	Online	324.00
12/04/2023	Cotswold Group	Removal of line of trees at cemetery	Burials	Online	13,410.00
13/04/2023	Royal Mail	Leaflet distribution for Coronation event	Entertainment	Online	1,157.69
14/04/2023	Solopress	Printing of leaflets for Coronation event	Entertainment	Online	362.40
17/04/2023	JS Events	LED screen for Coronation event	Entertainment	Online	3,275.16
17/04/2023	JS Events	Stage and PA equipment for Coronation event	Entertainment	Online	2,964.00
18/04/2023	Paul's Windows	Cleaning of bus shelters	Highways	Online	120.00
18/04/2023	SGW Payroll	Processing of year end P60s	Office/OA1985	Online	66.12
19/04/2023	Solopress	Leaflets for Food Festival	OA1985	Online	26.34
19/04/2023	Zurich Municipal	Annual insurance charge	LGA72	Online	4,048.13
20/04/2023	Barclaycard	Quickbooks/adobe subs, Coronation event items, Stuart Rae printer and projector, allotment material	Office/entertainment/allotments	Online	2,159.17
20/04/2023	J McBrien	Entertainment at Coronation event	Entertainment	Online	120.00
21/04/2023	HMRC	PAYE for April	Office/OA1985	Online	2,333.38
21/04/2023	SGW Payroll	Payroll processing April	Office/OA1985	Online	59.16
23/04/2023	BT	Internet services	Office	Online	171.88
24/04/2023	E Gillott	Balance re craft activity for Coronation event	Entertainment	Online	125.00
24/04/2023	Charlton Env Services	Town weedkilling	Highways	Online	1,170.00
26/04/2023	Aasvogel	Cemetery skip hire	Burials	Online	288.00
26/04/2023	M G Reeves	Band for Coronation event	Entertainment	Online	275.00
27/04/2023	Webbs	Taxi service for visitors from Seesen	LGA72	Online	222.00
28/04/2023	D Pickett	Entertainment at Coronation event	Entertainment	Online	120.00
28/04/2023	Solopress	Window stickers re Love Wantage map	Tourism	Online	95.74
28/04/2023	Flagmakers	Replace Market Place flag poles	Highways	Online	3,087.72
30/04/2023	White Horse Horticulture	Cemetery/play area grass cutting, market duties, putting up bunting and flags	Burials/OA 1985/Tourism	Online	1,800.00
05/05/2023	A Potchatko	Facepainting at Coronation event	Entertainment	Online	150.00
06/05/2023	We Drive Smart	Fair rides/stalls for Coronation event	Entertainment	Online	1,800.00
06/05/2023	SL & GL Hicks	Band for Coronation event	Entertainment	Online	275.00
08/05/2023	D Reynolds	Band for Coronation event	Entertainment	Online	200.00
08/05/2023	Haynes of Challow	Rubbish sacks and cable ties	LGA72/burials	Online	36.00
09/05/2023	K J Kelly	Balance re facepainting for Coronation Event	Entertainment	Online	200.00
10/05/2023	Aasvogel	Cemetery skip hire	Burials	Online	288.00
10/05/2023	Wantage Town FC	Marshals at Coronation event	Entertainment	Online	1,000.00
10/05/2023	SSE	Electricity for storage shed	LGA72	Online	154.71
13/05/2023	A Yates	Expenditure relating to Coronation event	Entertainment	Online	128.45
15/05/2023	Grove Geeks	Repair to Deputy Clerk's laptop	Office	Online	160.00
17/05/2023	SGW Payroll	Payroll processing May	Office/OA1985	Online	59.16
19/05/2023	HMRC	PAYE for May	Office/OA1985	Online	2,312.38
20/05/2023	Barclaycard	Quickbooks/adobe subs, office items, breakfast for Seesen visitors, Zoom sub (£575.88) to be repaid	Office/entertainment/LGA 72	Online	944.87
23/05/2023	VCI	1st half grant	Information	Online	6,000.00
23/05/2023	Letcombe Brook Project	1st half grant	Recreation	Online	5,500.00
26/05/2023	Photogenic	Framing of certificates	LGA72	Online	104.00
31/05/2023	Red Corner	Photocopier charges	Office	Online	28.23
31/05/2023	White Horse Horticulture	Cemetery/play area grass cutting, market duties,	Burials/OA 1985/	Online	1,800.00
31/05/2023	Wantage Silver Band	Entertainment at Coronation event	Entertainment	Online	250.00
02/06/2023	Castle Water	Water supply by statue	OA1985	Online	31.01

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10/06/2023	IAC Audit	Year-end internal audit	LGA72	Online	474.00
12/06/2023	Be Free Young Carers	1st half grant	Information	Online	2,500.00
12/06/2023	GROW	1st half grant	Entertainment	Online	12,000.00
12/06/2023	V&D Museum	1st quarter grant re museum	Information	Online	7,850.00
12/06/2023	V&D Museum	1st quarter grant re visitor information point	Tourism	Online	2,540.00
12/06/2023	Sweatbox	1st half grant	Entertainment	Online	7,500.00
12/06/2023	October Club	1st half grant	Entertainment	Online	3,000.00
12/06/2023	Sustainable Wantage	1st half grant	Information	Online	5,000.00
12/06/2023	Wantage Silver Band	1st half grant	Entertainment	Online	5,000.00
Total cheque/online payments					126,129.06
<b>Total payments March to June 2023</b>					<b>157,338.98</b>