

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,
WANTAGE ON MONDAY 17 JULY 2023 AT 7.30 PM**

Committee members present: Councillor A Crawford (Chair)
Councillors I R Cameron, A Dunford, A Duveen, R Fitzjohn,
A Gilhome, J T Hannaby, E L Johnson, P Kirby-Harris , K Morris,
P O’Leary, S Third, L Todd, C Walters and V Wright.

Others present: One member of the public

Town Clerk: W P Falkenau

Apologies for Absence

Apologies for absence were received from Councillors A C Menzies.

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

None.

To approve the minutes of the meeting held on 12 June 2023

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 proposal concerning taxis/delivery vehicles sharing the same parking spaces on a time specified basis for each had been confirmed as feasible by the County Council. Precise timings would be subject to consultation. Changes to waiting restrictions were to be referred for approval to a meeting of the County Council cabinet member in October.

b) Registration of Council land with HM Land Registry

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

c) Update re community bus service working group

Councillor Cameron gave a progress report.

d) Asset of Community Value - Wantage Community Hospital

The District Council had asked the Clerk to make some changes to the application. He had yet to do this.

Action: Clerk

e) Review of committee arrangements

The Chair was awaiting responses from councillors to proposals he had made.

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POLICY

15. Minutes of the Health Sub-committee meeting held on 10 July 2023

The minutes were considered, and actions approved. The workshop held on the 28 June had been productive. A workshop to follow up on actions identified was to be held the following day (18 July).

16. Minutes of the Climate Emergency Sub-committee meeting held on 13 July 2023.

The minutes were considered. Item E f) was to be amended to:

“f) Letters to David Johnston MP regarding sewage in river water and sustainable building projects

*The Chair had not yet prepared a draft a response to Mr Johnston's letter. **Action: Chair***

*Councillor Dunford had not yet drafted the letter concerning sustainable building projects. **Action: Dunford***

The actions, as amended, were approved. The Clerk was to update and reissue the minutes.
Action: Clerk

17. To consider the effectiveness of internal audit and internal controls

The Clerk's Memorandum dated 12 July 2023 was considered. It was agreed that the Council's internal audit and internal controls were suitable and adequate. Given the Clerk's imminent retirement, for continuity, he recommended the re-appointment of Mr Rose as internal auditor for a further year. The recommendation was accepted.

Management and Finance

18. Financial statements and bank reconciliation to July 2023

The statements and bank reconciliation were considered, and key points noted. There were no issues of concern.

ON THE PROPOSITION OF Councillor Dunford

SECONDED BY Councillor Duveen

IT WAS RESOLVED to approve the statements and the bank reconciliation and for the Chair to sign/initial the bank reconciliation as evidence of review. **Action: Crawford**

19. Accounts for Payment

ON THE PROPOSITION OF Councillor Crawford

SECONDED BY Councillor Dunford

IT WAS RESOLVED that the accounts for payment in the sum of £24,551.38 (attached) be approved.

20. General correspondence

a) S106 contribution for Sweatbox – email 11 July 2023 refers.

Sweatbox were applying for £82,166 to fully fund an initial two years of an anticipated six year project. There was no objection to this.

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.

21. To consider memorandum from Clerk dated 12 July 2023 concerning extra work undertaken by Glanville consultants.

There had been a breakdown in Glanville's systems with them not fully charging for work recorded and undertaken on the Market Place western end pedestrianisation scheme during 2022. This only came to light at the end of the year. The shortfall was in the region of £6,000 above the amount originally quoted and charged for the work. Glanville's were seeking an agreement with the Town Council to recover some or all of the costs involved.

The Clerk advised that the extra cost was not wholly unexpected, given the toing and froing with the County Council over various aspects of the scheme which were not originally envisaged eg location of disabled parking spaces, taxi rank provision, Mill Street layout, sight lines at Alfred Street and Church Street junctions. It was noted that the ongoing services of Glanvilles would be required to progress the scheme to completion.

ON THE PROPOSITION OF Councillor Dunford

SECONDED BY Councillor Wright

IT WAS UNANIMOUSLY RESOLVED to offer to pay for the shortfall in full, subject to Glanvilles agreeing to in future maintaining better controls and keeping the Town Council better informed.

22. Staffing update

Mrs Julia Evans had been recruited as the new Town Clerk.

ON THE PROPOSITION OF Councillor Dunford

SECONDED BY Councillor Duveen

IT WAS RESOLVED that an application be made for Mrs Evans to be provided with a Barclaycard.

The recruitment of a replacement for the market attendant was ongoing. The Clerk was to consider whether the hourly pay rate should be higher. **Action: Clerk**

The meeting closed at 8.35 pm.

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COUNCIL HELD AT THE BEACON, PORWAY, WANTAGE ON MONDAY 17 JULY 2023 AT 7.30 PM**

Wantage Town Council

Accounts for Payment - June to July 2023

| Date | Payee | Description | Powers | Ref | £ |
|---|--------------------------|---|-----------------|------------|------------------|
| 03/07/2023 | Abbey Properties | Market Attendant's garage rent | OA 1985 | SO | 250.00 |
| 03/07/2023 | VWHDC | Rates for market | OA1985 | DD | 124.00 |
| 03/07/2023 | VWHDC | Rates for car park | OA1985 | DD | 319.00 |
| 03/07/2023 | VWHDC | Rates for cemetery | Burials | DD | 200.00 |
| 04/07/2023 | Coop | Bank charges | LGA 72 | DD | 30.00 |
| 06/07/2023 | Barclays | Bank charges | LGA 72 | DD | 10.90 |
| 30/06/2023 | Unity Bank | Bank charges | LGA 72 | DD | 18.00 |
| 21/06/2023 | NEST | Pension contribution payments | Office | DD | 499.46 |
| 21/06/2023 | Staff - various | June payroll | Office/OA1985 | Bacs | 9,008.79 |
| Total direct debits/standing orders | | | | | 10,460.15 |
| 23/05/2023 | Community Hearbeat | Battery for defibrillator | Office | Online | 267.00 |
| 31/05/2023 | Windowflowers Ltd | Summer floral displays | Tourism | Online | 4,584.00 |
| 02/06/2023 | JB Rosettes | Badges for Mayor's cadets | Office | Online | 84.99 |
| 04/06/2023 | BT | Telephone services | Office | Online | 65.41 |
| 04/06/2023 | Netwise | Annual fee re hosting Council website | Information | Online | 528.00 |
| 06/06/2023 | Haynes of Challow | Maintenance items | Property | Online | 30.05 |
| 06/06/2023 | St John Ambulance | First aid re Coronation event | Entertainment | Online | 839.52 |
| 08/06/2023 | Aasvogel | Cemetery skip hire | Burials | Online | 288.00 |
| 14/06/2023 | L Wignall | Refreshments for Seesen town visit welcome | Tourism | Online | 10.85 |
| 19/06/2023 | VWHDC | Refreshments for Seesen town visit welcome | Tourism | Online | 52.70 |
| 21/06/2023 | HMRC | PAYE for June 23 | Office/OA1985 | Online | 2,316.04 |
| 22/06/2023 | Aasvogel | Cemetery skip hire | Burials | Online | 288.00 |
| 27/06/2023 | Solopress | Sign boards for Food market | OA1985 | Online | 73.69 |
| 29/06/2023 | Aneta Pochatko | Facepainting at July Artisan market | Entertainment | Online | 120.00 |
| 29/06/2023 | SGW Payroll | Payroll processing June | Office/OA1985 | Online | 59.16 |
| 30/06/2023 | Red Corner | Photocopier charges | Office | Online | 14.37 |
| 30/06/2023 | White Horse Horticulture | Cemetery/play area grass cutting, allotment mtce, market duties | Burials/OA 1985 | Online | 2,410.00 |
| 10/07/2023 | Aasvogel | Cemetery skip hire | Burials | Online | 288.00 |
| 12/07/2023 | Hendred Ukulele Group | Entertainment at July Artisan market | OA1985 | Online | 100.00 |
| 12/07/2023 | Sustainable Wantage | Donation re energy saving leaflet | Information | Online | 1,521.45 |
| 13/07/2023 | E Gillott | Craft demo at July Artisan market | Entertainment | Online | 150.00 |
| Total cheque/online payments | | | | | 14,091.23 |
| Total payments June to July 2023 | | | | | 24,551.38 |