

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE,
ON MONDAY, 19 JUNE 2017, AT 7.30 P.M.**

Committee Members present: Councillor C S Dickson (Chairman)
Councillors A Crawford (part), Mrs CEC Dickson, J C Goodman,
Mrs M Gradwell, Mrs J T Hannaby, K A Harris, Mrs J E Nunn-Price (part),
Major J Sibbald and S Trinder (part).

Others present: Wantage (not just) Betjeman Literary Festival – Mrs V Luker and
Mrs J Snewin
One member of the public (part).

Town Clerk: Mr W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors Miss K Gill, E C Goldsmith, B Mabbett, C McCarthy, P O’Leary and Mrs J Reynolds. Councillor Mrs Nunn-Price had given apologies for her late arrival.

Declarations of Disclosable Pecuniary and other Interests

Councillor Mrs Hannaby declared an interest in item 2 b) being a member of the managing committee.

Minutes of Meeting held on 6 February 2017

The minutes were approved and signed.

1. Statements and Questions from the Public

None.

2. Briefings by applicants for donations and grants

a) Wantage Flower Club

The club had withdrawn its application.

b) Wantage (not just) Betjeman Literary Festival

Mrs Luker reported on the Festival events being held this year.

Councillors Crawford and Trinder arrived.

Mrs Luker and Mrs Snewin gave a briefing in support of the application for £864 to cover the cost of providing school sessions to inspire children to be creative and enjoy reading and writing.

They were thanked for the briefing and left the meeting.

3. Matters Arising

a) Update on health survey

Work was proceeding on analysing and categorising the responses to the questions that required comments. The Clerk was to proceed with the calling of a meeting of the Health Sub-Committee.

Action: Clerk

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b) Update on training

The Deputy Clerk had recently attended two courses provided by the OALC and was due to attend another one later in the month. The Clerk had distributed details of future OALC courses. Any councillor wishing to attend one of these was to advise the Clerk.

c) Update on investment and banking arrangements

The Clerk had contacted the OALC/NALC with a view to getting a recommendation for an independent financial adviser. They were unable to assist and suggested contacting Abingdon Town Council to see who it used. The Clerk hadn't received a response to his enquiry. The Town Council currently had accounts with two banks that would safeguard £150,000 of its reserves in the event of a bank collapse. It was felt that the risk should be spread further by opening an account with another bank.

ON THE PROPOSITION of Councillor Goodman

SECONDED BY Councillor Mrs Hannaby

IT WAS UNANIMOUSLY RESOLVED that the Council open an account with a third bank, not associated with the ones where the Council currently holds its funds. **Action: Clerk**

MANAGEMENT AND FINANCE

4. Minutes of Wantage and Grove Joint Economic Forum meeting held on 6 April 2017

The minutes were noted.

5. Minutes of Youth Town Council meetings held on 24 April 2017 and 15 May 2017.

The minutes were noted.

6. Review of financial regulations and review of the effectiveness of the Council's system of internal control with regard to the internal audit

The Clerk's email dated 14 June 2017 was noted. He advised that it was the responsibility of each councillor to determine whether the Town Council's system of internal control was suitable. Internal audit was only part of the range of information that councillors needed to consider in achieving assurance. Other items such as financial statements and accounts for payment were part of the range. These matters should be covered within the Council's Financial Regulations. It was the Council's policy to review the regulations every two years. It was agreed that a working party comprising Councillors Crawford, Goodman, Mrs Nunn-Price and the Clerk be established to conduct the review and report back with recommendations. The Clerk was to progress this.

Action: Clerk

7. Request from Faringdon Town Council to contribute to the cost of the Access All Areas sessions

It was agreed not to contribute to the sessions held in Faringdon. It was felt that sessions offered by Beatbox in Wantage should be suitable for those from Wantage attending sessions in Faringdon, and if not, should be.

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8. Proposition to set a budget of £1,500 per annum to provide toilet facilities (Mobiloo) for the disabled at town events

There had been a request at the Town Electorate meeting that that a toilet facility for the seriously disabled be provided in the town centre. Whilst this would require longer term consideration, there was a proposal to provide a mobile unit for town events.

ON THE PROPOSITION of Councillor Trinder
SECONDED BY Councillor Goodman

IT WAS RESOLVED to set a budget of £1,500 to provide toilet facilities (Mobiloo) for the disabled at town events (to include the cost for the recent Carnival and coming Armed Forces Day events).

It was agreed that for future events the decision on whether to provide the facility at an event be delegated to the Town Mayor, the Chairman of this committee and the Clerk in consultation.

9. Proposition to set a budget/reserve of £6,000 to support the provision of a local bus service provided by the Independent Advice Centre.

The Independent Advice Centre (IAC) had been sounded out about managing a local bus service using the County Council's Comet service. There were many details to be settled before the scheme could progress. For further work to be undertaken by IAC there was a need to secure a commitment from the Town Council towards the cost of a trial.

Councillor Mrs Nunn-Price arrived.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Goodman

IT WAS UNANIMOUSLY RESOLVED to put aside a budget of £6,000 so that the parties can proceed to work up a more detailed scheme.

There was a possibility that if the scheme could accommodate bus passes, funding could be derived from this.

10. Requests for donations and grants

a) Wantage Flower Club

Application withdrawn.

b) Wantage (not just) Betjeman Literary Festival

Councillor Mrs Hannaby left the meeting for this item.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY Councillor Mrs Dickson

IT WAS RESOLVED to make a donation of £1,000 towards the cost of the school and family events.

11. Accounts for payment

It was noted that payments to CD Associates were reimbursements of charges incurred. The Clerk was to amend the 'description' to reflect this. **Action: Clerk**

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ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Mrs Dickson
IT WAS RESOLVED that accounts for payment in the sum of £52,201.27 (attached) be approved.

Confidential Items

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY 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, and they were instructed to withdraw.

- 12. General correspondence**
13. To sign the confidential minutes of the minutes held on 20 March 2017 and matters arising.

ON THE PROPOSITION of Councillor Major Sibbald
SECONDED BY the Chairman
IT WAS RESOLVED that the resolutions made in confidential session be adopted.

The meeting closed at 8.55 p.m.

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Wantage Town Council

Accounts for Payment - March to June 2017

Date	Payee	Description	Powers	Ref	£
01/04/2016	VWHDC	Rates cemetery	Burials	DD	£ 50.36
01/04/2016	VWHDC	Rates car park	OA 1985	DD	£ 315.55
01/04/2016	VWHDC	Rates Market	OA 1985	DD	£ 350.04
01/05/2016	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/05/2016	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/05/2016	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/06/2016	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/06/2016	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/06/2016	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/04/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/05/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/06/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
26/05/2017	BNP Paribas	Photocopier lease	Office	DD	£ 170.74
21/04/2017	Staff - various	April payroll	Office/OA1985	Bacs	£ 5,549.93
21/05/2017	Staff - various	May payroll	Office/OA1985	Bacs	£ 5,566.23
Total direct debits					£ 13,732.85
20/03/2017	VWHDC	Entertainment licence for Armed Forces Say	Tourism	306009	£ 21.00
03/04/2017	W Breakspear	Cemetery skips	Burials	306010	£ 864.00
03/04/2017	WP Falkenau	Christmas lighting, computer items, stationery	Tourism/LGA 72	306011	£ 948.49
03/04/2017	Red Corner	Photocopying charges March	Office	306012	£ 20.86
03/04/2017	OALC	Training course - Deputy Clerk	LGA 72	306013	£ 78.00
03/04/2017	OALC	Training course - Deputy Clerk	LGA 72	306014	£ 42.00
03/04/2017	OALC	Training course - Deputy Clerk	LGA 72	306015	£ 78.00
03/04/2017	Wntage Summer Festival	Donation	Entertainment	306016	£ 1,500.00
03/04/2017	OALC	Subscription 17/18	LGA 72	306017	£ 2,046.59
03/04/2017	Letcombe Brook Project	Ist half grant	Recreation	306018	£ 3,500.00
03/04/2017	Wantage TC	Funds transfer to Barclays - £80,000	-	306019	-
10/04/2017	CD Associates	Reimbursement re Armed Forces Day Event posters	Entertainment	306020	£ 98.39
10/04/2017	Seven Design	Artwork for Armed Forces Day Event	Entertainment	306021	£ 300.00
10/04/2017	Faringdon Newspapers	Wantage.com advert (JEF item)	Information	306022	£ 59.98
10/04/2017	Charlton Acorns	Donation	Recreation	306023	£ 1,000.00
27/04/2017	L Smith	Bus shelter cleaning	Street furniture	306024	£ 60.00
27/04/2017	N Haval	Love Wantage website (JEF item)	Information	306025	£ 432.00
27/04/2017	SGW Payroll	PAYE year-end payroll processing	Office/OA 1985	306026	£ 70.08
27/04/2017	W&G Twinning	Re twinning visit	Tourism/LGA 72	306027	£ 24.91
27/04/2017	Viking	Stationery	Office	306028	£ 286.09
02/05/2017	SGW Payroll	Payroll processing April	Office/OA 1985	306029	£ 66.60
02/05/2017	P Harris	VC Forecourt and allotment fence repair	LGA 72/allotments	306030	£ 50.00
02/05/2017	BT internet	Internet services	Office	306031	£ 120.00
10/05/2017	RJS (IA) Audit	Internal auditor fee	LGA 72	306032	£ 1,082.50
10/05/2017	Netwise Training	Website support	Information	306033	£ 300.00
10/05/2017	Red Corner	Photocopying charges April	Office	306034	£ 21.29
10/05/2017	White Horse Horticulture	Grass cutting etc at cemetery/play area Mar/April	Burials/Open spaces	306035	£ 1,975.00
22/05/2017	Zurich Municipal	Insurance	LGA 72	306036	£ 3,067.53
22/05/2017	Mobiloo	Disabled toilet for Armed Forces Day event	Entertainment	306037	£ 360.00
22/05/2017	SGW Payroll	Payroll processing May	Office/OA 1985	306038	£ 66.60
22/05/2017	Grundon	Bins for Armed Forces Day event	Entertainment	306039	£ 408.00
22/05/2017	CD Associates	AFD leaflets, Letcombe Brook Leaflets, Flags	Entertainment/Tourism	306040	£ 612.95
22/05/2017	Independent Advice	1st half year grant	Information	306041	£ 5,000.00
22/05/2017	V&D Museum	1st quarter grant - museum	Entertainment	306042	£ 4,750.00
22/05/2017	V&D Museum	1st quarter grant - visitor information point	Tourism/LGA 72	306043	£ 1,587.50
22/05/2017	Wantage Counselling	Annual grant	Information	306044	£ 1,500.00
22/05/2017	October Club	Annual grant	Entertainment	306045	£ 1,500.00
22/05/2017	Cancelled		-	306046	£ -
05/06/2017	Ms A Causer	Return of allotment bond	Allotments	306047	£ 25.00
05/06/2017	Red Corner	Photocopying charges May	Office	306048	£ 22.99

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05/06/2017	CD Associates	Reimbursement re Hi Viz jackets	Entertainment	306049	£ 140.99
05/06/2017	VWHDC	Refreshments for TE meeting	LGA 72	306050	£ 67.68
05/06/2017	S Trinder	1st half Town Mayor's allowance	LGA 72	306051	£ 1,350.00
05/06/2017	MP Marren	Refurbish Seesen bench seats	Street furniture	306052	£ 900.00
05/06/2017	M Summers	Defibrillator box installation The Beacon	S137	306053	£ 188.00
05/06/2017	The Conservation	Donation re Larkhill allotment hedge laying down	Allotments	306054	£ 300.00
12/06/2017	White Horse Horticulture	Grass cutting etc at cemetery/play area May	Burials/Open spaces	306055	£ 1,110.00
12/06/2017	BT	Telephone services	Office	306056	£ 27.46
12/06/2017	Castle Water	Statue area water supply	OA1985	306057	£ 5.94
14/06/2017	Walter Breakspear &	Cemetery skips	Burials	306058	£ 432.00
				Total cheques	£ 38,468.42
				Total payments March to June 2017	£ 52,201.27