

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE,
ON MONDAY, 5 FEBRUARY 2018, AT 7.30 P.M.**

Committee Members present: Councillor C S Dickson (Chairman)
Councillors A Crawford, Mrs CEC Dickson, Miss K Gill (part),
E C Goldsmith, J C Goodman, Mrs M Gradwell, Mrs J T Hannaby,
B Mabbett, Mrs J E Nunn-Price, P O'Leary, Mrs J Reynolds,
Major J Sibbald and S Trinder.

Others present: H Goodman – Chairman of the Youth Town Council.
Mrs K Pozzoli, Mrs M Roundtree and Mrs S Tilbury - Vale and Download
Museum Representatives (up to item 53).
One member of the public.

Town Clerk: Mr W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillors K Harris and C McCarthy.

Declarations of Disclosable Pecuniary and other Interests

Councillor Mrs Dickson declared an interest in item 54(d) as the District Council Cabinet Member responsible for community assets.

Councillor Mrs Hannaby declared interests in item 55 as a member of the Hospital League of Friends and a Trustee of the Wantage Nursing Home Trust.

Minutes of meeting held on 6 November 2017

Mr Tabor of Be Free Young Carers had been omitted from the attendance list. He was added to it. The minutes, as amended, were approved and signed.

52. Statements and Questions from the Public

Mrs Hutchinson had asked to make a statement concerning the Youth Town Council. It was agreed that this be deferred to item 57.

53. Briefing on an annual grant – Vale and Downland Museum

The representatives of the museum gave a briefing on the museum and its work.

Councillor Miss Gill arrived.

After answering questions raised by members, the representatives were thanked for their briefing and they left the meeting.

54. Matters arising from the minutes

a) Update on investment and banking arrangements

The Clerk had failed so far to find suitable alternative banking services for investments. He was working with the Clerk for Grove Parish Council concerning this, as his Council had similar needs.

b) Update on proliferation of 'A' boards on pavements around the town

The delegation of powers from the County Council awaited a suitable legal agreement being put forward by the County Council. It was agreed that in the absence of these powers the Clerk should

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write to the owners of the 'A' boards, obstructing footway access, requesting that the signs be positioned more considerably. **Action: Clerk**

The Clerk was to ask the Chamber of Commerce to remind its members that the siting of 'A' boards should not interfere with pedestrian access and that the owners of the 'A' boards could be liable if an accident occurred. **Action: Clerk**

c) Update on Community Governance Review

The District Council had accepted the proposal by the Town Council that the whole of Crab Hill and the Stockham Farm developments be moved within the Wantage parish boundary. Changes should take effect for the elections in May 2019.

d) Update on hospital building as a community asset

The District Council had indicated that a response to the request should be given by the 7 February.

e) Future of Summer Festival

A committee led by Jim Mitchell had agreed to take over the organisation of the Summer Festival. Councillor Mrs Hannaby advised that she was a member of this committee.

POLICY

55. To consider minutes of Health Sub-committee meeting held on 8 January 2018

The minutes were noted. There were a number of actions that the Clerk needed to pursue. **Action: Clerk**

56. To consider minutes of Wantage and Grove Joint Economic Forum meeting held on 18 January 2018

The minutes were noted.

57. To consider minutes of Youth Town Council meetings held on 13 November 2017 and 15 January 2018, and the draft constitution

Youth Town Councillor Goodman reported on the activities of the Sub-Committee.

A draft constitution for the sub-committee was considered. Mrs Hutchinson had referred to Youth Town Councillor Goodman a number of suggested amendments that were required for clarification. It was noted that the constitution provided more detail on the operation on the Sub-Committee that was subsidiary to the obligations contained in the Council's Standing Orders. It was agreed that reference to the Standing Orders should be included in the constitution. The Clerk was to refer a copy of the Standing Orders to the Youth Town Council. There appeared to be a consensus between the Committee and the Youth Town Council concerning the terms that the constitution was seeking to achieve. It was agreed that the Clerk should review and amend the constitution to fit in with the consensus and that this be referred to the next Town Council meeting for consideration and approval. **Action: Clerk**

58. To consider update to Financial Regulations – Clerk's memorandum dated 31 January 2018

ON THE PROPOSITION of Councillor Mrs Nunn-Price
SECONDED BY Councillor Crawford
IT WAS RESOLVED that the updated Financial Regulations be adopted.

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59. Review of the effectiveness of internal audit and internal controls – Clerk’s memorandum dated 31 January 2018

The memorandum from the Clerk was considered.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Goodman

IT WAS RESOLVED that the internal audit arrangements and internal controls, as details in the Clerk’s memorandum, were suitable and acceptable and that this be referred to the Council meeting, as an agenda item, for its approval. **Action: Clerk**

60. Annual review of Council Risk Assessment – Clerk’s memorandum dated 31 January 2018

The risk assessment approved on 20 February 2017 was noted.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Goodman

IT WAS RESOLVED that the risk assessment be approved, unchanged.

It was suggested that for a future risk assessment some form of numerical scoring be introduced for risk level and impact instead of the current use of “H” (high) “M” (medium) “L” (low). It was suggested that the numerical scoring would provide better assessment of the Council’s ‘risk appetite’.

61. To consider offer by the Crab Hill developer for the Town Council to take over responsibility for maintenance of the green space areas

It was agreed that there was insufficient information and detail available for the Council to make a considered decision.

ON THE PROPOSITION of Councillor Dickson

SECONDED BY Councillor Mrs Nunn-Price

IT WAS RESOLVED that the Clerk should engage with the developer in order to secure more details and information upon which a decision could be based. **Action: Clerk**

MANAGEMENT AND FINANCE

62. Accounts for payment

ON THE PROPOSITION OF Councillor Mrs Nunn-Price

SECONDED BY Councillor Goldsmith

IT WAS RESOLVED that Accounts for Payment (attached) in the sum of £88061.05 be approved.

63. To consider proposed meeting timetable for 2018/19

The meeting timetable was agreed.

64. General correspondence

a) Independent Advice Centre

Councillor Dickson, the Town Council’s representative on the Advice Centre’s Trustee Board, had been appointed to the Board by the District Council creating a vacancy for a Town Council representative.

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ON THE PROPOSITION of Councillor Mabbett
SECONDED BY Councillor Trinder
IT WAS RESOLVED that Councillor Goodman be the Town Council's representative on the
Independent Advice Centre Trustee Board.

Confidential Items

ON THE PROPOSITION of Councillor Goodman
SECONDED BY Councillor Mabbett
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.

65. Minutes of the meeting held on 6 November 2017 and matters arising from the minutes

66. Staffing arrangements

**67. To consider revision to the Schedule of the Wantage Town Council (Market Place,
Wantage) (Off-Street Parking Places) Order 1989 -Clerk's memorandum dated 31
January 2018**

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

The meeting closed at 9.22 p.m.

WPF/ME

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Wantage Town Council		Accounts for Payment - November 2017 to January 2018			
Date	Payee	Description	Powers	Ref	£
01/12/2017	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/12/2017	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/12/2017	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/01/2018	VWHDC	Rates cemetery	Burials	DD	£ 52.00
01/01/2018	VWHDC	Rates car park	OA 1985	DD	£ 316.00
01/01/2018	VWHDC	Rates Market	OA 1985	DD	£ 347.00
01/12/2017	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/01/2018	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
10/11/2017	Information Commissioner	Data protection registration	Office	DD	£ 35.00
27/11/2017	BNP Paribas	Photocopier lease	Office	DD	£ 168.71
21/11/2017	NEST	Pension contribution payments	Office	DD	£ 86.67
21/12/2017	NEST	Pension contribution payments	Office	DD	£ 86.67
21/01/2018	NEST	Pension contribution payments	Office	DD	£ 95.92
21/11/2017	Staff - various	November payroll	Office/OA1985	Bacs	£ 6,720.93
21/12/2017	Staff - various	December payroll	Office/OA1985	Bacs	£ 6,530.91
21/01/2018	Staff - various	January payroll	Office/OA1985	Bacs	£ 7,258.80
		Total direct debits			£ 22,613.61
06/11/2017	OALC	Training course re Planning	LGA 72	306139	£ 42.00
06/11/2017	Mr Eyley	Refund of allotment bond	Allotments	306140	£ 50.00
06/11/2017	Red Corner	Photocopying charges October	Office	306141	£ 30.28
06/11/2017	Castle Water	Water charges - Grove Road allotments	Allotments	306142	£ 51.98
20/11/2017	CSW Creations	A board repair	LGA 72	306143	£ 63.57
20/11/2017	JM Horton	Volunteers' Reception refreshments - balance	S137	306144	£ 505.00
20/11/2017	Castle Water	Water charges - Stockham Park allotments	Allotments	306145	£ 161.07
20/11/2017	SGW Payroll	Payroll processing November	Office/OA 1985	306146	£ 66.60
20/11/2017	Be Free Young Carers	Donation	Advice/entertainment	306147	£ 5,000.00
20/11/2017	Betjeman Park Trust	Donation	Recreation	306148	£ 2,900.00
20/11/2017	Vale Academy Trust	Grant re Sweatbox	Entertainment	306149	£ 10,500.00
20/11/2017	WP Falkenau	Snob & Lock shed repair	OA1985	306150	£ 72.00
21/11/2017	DVLA	Vehicle owner enquiry	Highways	306151	£ 2.50
29/11/2017	Royal British Legion	Wreaths for Remembrance Sunday	S137	306152	£ 180.00
29/11/2017	Grove PCC	2nd half grant re children's centre	Entertainment	306153	£ 5,000.00
29/11/2017	Greenfield Partnership	Christmas trees	Tourism	306154	£ 1,608.00
04/12/2017	Viking	Stationery	Office	306155	£ 213.19
04/12/2017	VWHDC	Volunteers' Reception charges	S137	306156	£ 498.60
04/12/2017	SB General Builders	Maintenance of Market Place items	LGA 72	306157	£ 4,650.00

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04/12/2017	Mobiloo	Disabled toilet for Dickensian Evening	Entertainment	306158	£ 360.00
04/12/2017	Castle Water	Water charges - Larkhill allotments	Allotments	306159	£ 85.13
06/12/2017	CDC Electrical	Installing Christmas lighting	Tourism	306160	£ 7,734.00
06/12/2017	Seven Design Associates	Armed Forces Day design work	Tourism/entertainment	306161	£ 300.00
06/12/2017	Castle Water	Water charges - Larkhill allotments	Allotments	306162	£ 155.25
06/12/2017	White Horse Horticulture	Clearing etc at cemetery/play area	Burials/Open Spaces	306163	£ 2,245.00
06/12/2017	OCC	VAS post Chain Hill	Traffic calming	306164	£ 718.30
14/12/2017	BT	Telephone charges	Office	306165	£ 78.95
14/12/2017	Reveal Media	Bodycams	LGA 72	306166	£ 938.00
14/12/2017	HMRC	PAYE for 3rd quarter	Office/OA1985	306167	£ 3,262.47
08/01/2018	Castle Water	Water charges - Naldertown allotments	Allotments	306168	£ 90.60
08/01/2018	Red Corner	Photocopying charges November/December	Office	306169	£ 90.22
08/01/2018	Reveal Media	VAT on 306166 above	LGA 72	306170	£ 187.60
08/01/2018	SGW Payroll	Payroll processing December	Office/OA 1985	306171	£ 66.60
08/01/2018	Castle Water	Water charges - Grove Road allotments	Allotments	306172	£ 44.19
11/01/2018	OALC	Training courses re Planning & GDPR	LGA 72	306173	£ 186.00
18/01/2018	VWHDC	Office servicing charges 2016/17	LGA 72	306174	£ 1,820.94
18/01/2018	L Smith	Bus shelter cleaning	Highways	306175	£ 60.00
18/01/2018	Ms Boote	Refund of allotment bond	Allotments	306176	£ 25.00
18/01/2018	SGW Payroll	Payroll processing January	Office/OA 1985	306177	£ 70.08
18/01/2018	Flying Press	Reprint of receipt books	Office	306178	£ 157.46
18/01/2018	V&D Museum	4th quarter grant	Entertainment	306179	£ 4,750.00
18/01/2018	V&D Museum	4th quarter grant re tourist information	Tourism	306180	£ 1,587.50
22/01/2018	WP Falkenau	Laptop and equipment for Deputy Clerk Communications	Office	306181	£ 332.09
22/01/2018	CDC Electrical	Removal of Christmas lighting	Tourism	306182	£ 1,656.00
22/01/2018	WP Falkenau	Replacement icicle lights	Tourism	306183	£ 716.61
22/01/2018	WP Falkenau	Noticeboard for Belmont	Information	306184	£ 1,110.00
29/01/2018	Dickensian Evening	Donation	Entertainment	306185	£ 500.00
29/01/2018	Viking	Stationery	Office	306186	£ 198.66
29/01/2018	Westcotec	VAS for Chain Hill	Traffic calming	306187	£ 4,326.00
Total cheques					£ 65,447.44
Total payments November 2017 to January 2018					£ 88,061.05