

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND  
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN  
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 28 JANUARY 2019, AT 7.50 P.M.**

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

Others present: Mr Procter of Jigsaw Stage Productions (up to item 47).

Town Clerk: W P Falkenau.

**Apologies for Absence**

Apologies for absence were received from Councillors C McCarthy and P O'Leary.

**Declarations of Disclosable Pecuniary and other Interests**

None.

**Minutes of Meeting held on 5 November 2018**

The minutes were approved and signed.

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

None.

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

a) Jigsaw Stage Productions

Mr Procter briefed the Committee on the forthcoming stage production at The Beacon. He was seeking a donation of £1000 towards costs of over £10,000. Mr Procter was thanked for his briefing and he left the meeting.

**48. Matters arising from the minutes**

a) Update on actions from S106 Sub-committee

The Chairman reported on a meeting with Mrs Bolton of the District Council who was responsible for S106 matters. It had been agreed that S106 contributions could be used to support operating costs for community organisations rather than solely capital projects. A new form had been issued to cover the changed requirement.

b) Health Sub-committee

The Town Mayor was to arrange a meeting of the Sub-committee as soon as possible. The time of this would be dependent on the availability of Dr Davies of the Newbury Street Practice and of Grove Parish Councillors.

**Action: McCarthy**

c) CCTV project

It had previously been agreed that the advice of Thames Valley Police would be sought. The Chairman agreed to seek a meeting with representatives of the Police.

**Action: Chairman**

**POLICY**

**49. To consider proposed meeting schedule for 2019/20**

The meeting schedule was considered. Councillors had been invited to the Institution of the Reverend Philip Wells as Vicar of Wantage on the evening of 25 March. This clashed with the Promotion, Communications and Events Committee meeting. It was agreed that the Committee meeting be moved to follow the Policy, Management and Finance Committee meeting on 18 March 2019. It was agreed that the meeting schedule, as amended, be adopted.

**50. To consider the effectiveness of internal controls and the appointment of a new internal auditor – see Clerk’s memorandum dated 23 January 2019**

The Clerk’s memorandum was noted. Following the retirement and resignation of Mr Symes as the Council’s appointed internal auditor, the Clerk had made enquiries with two prospective internal auditors, Mr Kevin Rose of IAC Audit and Consultancy Limited and Mr Philip Hood of Arrow Accounting. Councillors had been forwarded information from each of these. Mr Rose estimated a cost in the region of £700 for audit services and Mr Hood estimated a figure of £900. Availability to conduct the audit to fit in with the Council’s timetable could be an issue.

ON THE PROPOSITION of Councillor Dickson

SECONDED BY Councillor Mrs Nunn-Price

IT WAS RESOLVED to recommend to the Council that it appoint Mr Rose as internal auditor for 2018/19, subject to him being able to undertake the work in the required timescale and if he was unable to do so, Mr Hood to be appointed. This was unanimously approved.

There was a need for the Council to consider whether its internal controls were adequate. The Committee reviewed a copy of page 4 of the Annual Governance and Accountability Return (Annual Governance Statement) and considered questions 1-8. The Committee agreed that they could give an affirmative response to all the questions raised.

**51. Annual review of Council’s Risk Assessment – see Clerk’s memorandum dated 23 January 2019**

The Risk Assessment from 2018 was regarded as acceptable. Under the section concerning Data Protection, it was agreed that wording referring to GDPR should be added. **Action: Clerk**

Subject to this amendment, it was agreed that the Risk Assessment be referred to the full Council for approval. For the future it was suggested that an additional column be added to indicate what change in impact might be experienced by pursuit of mitigations detailed under the column ‘Staff Action’. It was agreed that this be referred to the new Council after May for its consideration. **Action: Clerk**

**52. To consider amendment to paragraph 9 b) of Standing Orders – see Clerk’s memorandum dated 23 January 2019**

The Clerk’s memorandum was noted. These matters had been discussed at the Town Council meeting that preceded this meeting. Standing Orders required that any changes to them be referred to a full Council meeting as a special resolution.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Mrs Nunn-Price

IT WAS RESOLVED that the change to Standing Orders proposed by the Clerk be referred to the next Council meeting as a special resolution. **Action: Clerk**

**53. To consider response to the District Council's Draft Community Infrastructure Levy (CIL) Spending Strategy**

Councillor Mabbett declared a non-pecuniary interest as a member of the District Council Committee that had determined the proposed strategy.

The proposed distribution of the CIL funds, after the amount allocated to the parish councils was noted. The Town Council had not determined the policy for the use of its own CIL receipts. It was agreed that this should be referred to the S106 Sub-committee for it to consider. The Clerk was to arrange a meeting.  
**Action: Clerk**

**54. Arrangements for Annual Town Electorate meeting on 25 March 2019**

It was agreed that the arrangements for this year's meeting should be the same as for last year, but with more publicity being given to encourage the public to attend.  
**Action: Clerk**

**55. To consider minutes of Youth Town Council meeting held on 21 January 2019**

The minutes were noted. The Youth Town Council had agreed to make a donation of £1500 to Sweatbox to cover the cost of hiring facilities at the Leisure Centre.

It was noted that Councillor Goodman had resigned as a Youth Town Councillor on the day after the meeting. The Committee expressed its thanks to him for his work. It was noted that elections for a new Youth Town Council were due to proceed in March and that there was not a need to seek a replacement for Councillor Goodman before this.

**MANAGEMENT AND FINANCE**

**56. Accounts for Payment**

It was noted that the Accounts for Payment included a reimbursement to Mr Winch in the sum of £1,344 for the purchase of a market trolley. He had not received prior authorisation to purchase the trolley. It was agreed that he should be reimbursed, but that purchases without authorisation should not happen again.

ON THE PROPOSITION of Councillor Mrs Dickson  
SECONDED BY Councillor Mabbett

IT WAS RESOLVED that Accounts for Payment in the sum of £63,380.82 be approved (attached).

**57. General correspondence**

None.

**Confidential Items**

ON THE PROPOSITION of Councillor Dickson  
SECONDED BY Councillor Goodman

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.

**58. To consider donation requests**

a) Jigsaw Stage Productions

Councillor Crawford left the meeting for this item due to his daughter being a participant in this production.

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ON THE PROPOSITION of Councillor Mabbett  
SECONDED BY Councillor Mrs Hannaby  
IT WAS RESOLVED that a donation of £1000 be given to Jigsaw Stage Productions.

**59. To consider NALC Salary Award recommendations for 2019/2020**

The attached schedule prepared by the Clerk was considered. The NALC was recommending that the scales rates be increased by 2 to 2.44% from 1 April 2019. The Clerk had also suggested changes that might be applicable to others, following the increase in the national living wage rate from 1 April 2019.

ON THE PROPOSITION of Councillor Dickson  
SECONDED BY Councillor Mrs Nunn-Price  
IT WAS RESOLVED that the changes detailed in the attached schedule be approved.

The meeting came out of confidential session.

The meeting closed at 8.54 p.m.

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WPF/ME

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**Wantage Town Council**

**Accounts for Payment - November 2018 to January 2019**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
01/12/2018	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/01/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/12/2018	VWHDC	Cemetery Rates	Burials	DD	£ 57.00
01/12/2018	VWHDC	Rates for Market	OA1985	DD	£ 238.00
01/12/2018	VWHDC	Rates for car park	OA1985	DD	£ 385.00
01/01/2019	VWHDC	Cemetery Rates	Burials	DD	£ 57.00
01/01/2019	VWHDC	Rates for Market	OA1985	DD	£ 238.00
01/01/2019	VWHDC	Rates for car park	OA1985	DD	£ 385.00
21/11/2018	NEST	Pension contribution payments	Office	DD	£ 196.64
21/12/2018	NEST	Pension contribution payments	Office	DD	£ 201.64
21/01/2019	NEST	Pension contribution payments	Office	DD	£ 201.64
21/11/2018	Staff - various	November payroll	Office/OA1985	Bacs	£ 7,636.64
21/12/2018	Staff - various	December payroll	Office/OA1985	Bacs	£ 7,634.36
21/12/2019	Staff - various	January payroll	Office/OA1985	Bacs	£ 7,933.74
		Total direct debits			£ 25,364.66
05/11/2018	Kingdom Signs	Repair town entry sign	Highways	306341	£ 33.00
05/11/2018	VWHDC	Re volunteers' reception	S137	306342	£ 351.79
12/11/2018	LexisNexis	Charles Arnold Baker book	Office	306343	£ 110.99
12/11/2018	P Harris	Repairs Grove Rd allotments	Allotments	306344	£ 95.00
12/11/2018	Castle Water	Water re Statue area	OA1985	306345	£ 11.26
12/11/2018	Castle Water	Water Grove Rd allotments	Allotments	306346	£ 43.53
26/11/2018	OALC	Internal audit training	LGA 72	306347	£ 108.00
26/11/2018	Red Corner Docmt Solns	Photocopying November	Office	306348	£ 20.05
26/11/2018	CD Associates	Silent soldiers stands	S137	306349	£ 32.76
26/11/2018	SGW Payroll	Payroll processing November	Office/OA1985	306350	£ 66.12
26/11/2018	SB General Builders	Cemetery paths repair	Burials	306351	£ 1,194.00
26/11/2018	Opera Unmasked	Donation re newsletter	Entertainment	306352	£ 600.00
26/11/2018	Be Free Young Carers	Donation	Entertainment	306353	£ 1,250.00
26/11/2018	Barclaycard	Condolence book	LGA 72	306354	£ 40.95
30/11/2018	Ms Michel	Repay allotment bond	Allotments	306355	£ 25.00
30/11/2018	P Harris	VC Forecourt repair	Information	306356	£ 40.00
03/12/2018	Greenfield Partnership	Christmas trees	Tourism	306357	£ 1,662.00
03/12/2018	Royal British Legion	Wreaths for Remembrance Day	S137	306358	£ 180.00
10/12/2018	Wilson & Scott	White line marking of market area	OA1985	306359	£ 540.00
10/12/2018	HCI Data	Renewal of website domain	Information	306360	£ 84.00
10/12/2018	BT	Telephone charges	Office	306361	£ 89.18

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<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
10/12/2018	CDC Electrical	Instal Christmas lights	Tourism	306362	£ 8,124.00
16/12/2018	HMRC	PAYE 3rd quarter	Office/OA1985	306363	£ 3,765.19
16/12/2018	ApexSS	Seesen visit expenses	Twinning	306364	£ 1,304.17
16/12/2018	SGW Payroll	Payroll processing - December	Office/OA 1985	306365	£ 66.12
02/01/2019	VWHDC	Refreshments for Seesen visit	Twinning	306366	£ 134.40
02/01/2019	Red Corner Docmt Solns	Photocopying charges December	Office	306367	£ 30.08
02/01/2019	Barclaycard	Seesen visit expenses £1614.96, Postage £116.00, Christmas lights 831.86 Shredder £34.99 Mobile phone costs £11.00	Twinning Office Tourism Office Office	306368	£ 2,608.81
14/01/2019	White Horse Horticulture	Cemetery maintenance £780 Instal and remove Christmas trees £240, Sheet over allotment £200	Burials/ Tourism/ Allotments	306369	£ 1,220.00
14/01/2019	SB General Builders	Footpath Nadertown allotments	Allotments	306370	£ 3,660.00
14/01/2019	Castle Water	Water for cemetery	Burials	306371	£ 13.54
23/01/2019	SGW Payroll	Payroll processing - January	Office/OA1985	306372	£ 66.12
23/01/2019	Castle Water	Water for Grove Road Allotments	Allotments	306373	£ 93.29
23/01/2019	Castle Water	Water for Naldertown Allotments	Allotments	306374	£ 42.10
23/01/2019	CDC Electrical	Removal of Christmas lighting	Tourism	306375	£ 1,842.00
23/01/2019	Drayton Construction	Canopy pole instal/remove	Tourism	306376	£ 612.00
23/01/2019	Viking	Stationery	Office	306377	£ 175.21
23/01/2019	J Winch	Reimburse re market trolley	OA1985	306378	£ 1,344.00
23/01/2019	V&D Museum	4th qtr grant	Entertainment	306379	£ 4,750.00
23/01/2019	V&D Museum	4th qtr grant re tourist information	Tourism	306380	£ 1,587.50
		Total cheques			£ 38,016.16
		<b>Total payments November 18 to January 19</b>			<b>£ 63,380.82</b>

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The NALC recommended a 2%+ increase in pay rates with effect from 1 April 2019.

**Staff Pay Rates - NALC Recommendations with proposed scale rate changes**

<b>Clerk</b>		<b>2018/2019</b>	<b>Proposed from 01/04/2019</b>	<b>Inc.</b>
Full time salary	Point 49	£ 51,832 pa	£ 52,869 pa	2.00%
<u>20 hrs</u> 37 hrs	X full time salary	£ 28,017 pa	£ 28,578 pa	2.00%
<b>Deputy Clerks</b>		<b>2018/2019</b>	<b>Proposed from 01/04/2019</b>	<b>Inc.</b>
Full time salary	Point 24	£ 27,358	£ 27,905 pa	2.00%
<u>20 hrs</u> 37 hrs	X full time salary	£ 14,788 pa	£ 15,084 pa	2.00%
<b>Assistants</b>		<b>2018/2019</b>	<b>Proposed from 01/04/2019</b>	<b>Inc.</b>
Full time salary	Point 12	£ 21,074 pa	£ 21,589 pa	2.44%
<u>16 hrs</u> 37 hrs	X full time salary	£ 9,113 pa	£ 9,336 pa	2.44%
<u>21 hrs</u> 37 hrs	X full time salary	£ 11,961 pa	£ 12,253 pa	2.44%

Other staff are not covered by NALC Scales. Their pay rates are close to the statutory living wage rate which increases from £7.83 per hour to £8.21 per hour (4.85%) from 1 April 2019. Suggested below are changes that might be considered.

	<b>Current</b>	<b>Proposed</b>
Office Cleaner (minimum wage)	£7.83 per hr	£8.21 per hr (currently undertaken by Market Supervisor)
Market Supervisor	£8.53 per hr	£8.80 per hr from 1 April 2018 Market duties paid at + 33% premium Wednesday, +50% premium Saturday
Asst. Market Attendant	£8.33 per hr	£8.60 per hr from 1 April 2019 Market duties paid at + 33% premium Wednesday, +50% premium Saturday
Parking Attendant	£7.83 per hr	£8.21 per hr from 1 April 2019
VCF Attendant	£10.00 per hr	£10.00 per hr (unchanged)

wpf 23/1/19