

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND  
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN  
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 30 SEPTEMBER 2019, AT 7.30 P.M.**

Committee Members present: Councillor A Crawford (Chairman)  
Councillors A Dunford, A Duveen (part), T Gilhome, J Goodman,  
J T Hannaby, E L Johnson, A C Menzies, J E Nunn-Price, P O'Leary,  
Major J Sibbald, Dr C Walters and C H Wills-Wright.

Others present: Mr W Jestico – Amegos Theatre Company.  
Mr J Mitchell – Opera Unmasked.  
Mr G Williams – Wantage Choral Society.  
Mr M Rowe – Wantage Tennis Club.

Town Clerk: W P Falkenau.

**Apologies for Absence**

Apologies for absence were received from Councillors I R Cameron and I L Sheldon.

**Declarations of Disclosable Pecuniary and other Interests**

Councillor Dr Walters declared an interest as a member of Wantage Choral Society.  
Councillor Hannaby declared an interest as a committee member of Opera Unmasked.

**Minutes of Meeting held on 15 July 2019**

The minutes were approved and signed.

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

None.

**33. Briefings by applicants for donation and grants requests**

a) Amegos Theatre Company

The Amegos Theatre Company were seeking a donation of £750 towards the production of 'Guys and Dolls'. Mr Jestico gave a briefing to the committee in support of the application. He answered a number of questions and was thanked for his briefing.

b) Opera Unmasked

Opera Unmasked was seeking a donation of £600 towards the production of the children's opera 'Amahl and the Night'. Mr Mitchell gave a briefing in support of his application. He answered a number of questions and was thanked for his briefing.

c) Wantage Choral Society

The Choral Society was seeking a donation of £500 in order to maintain sufficient reserves to support its ongoing activities. Mr Williams gave a briefing in support of the application. He answered a number of questions and was thanked for his briefing.

**34. Briefing by Wantage Tennis Club regarding S106 funding application**

The Tennis Club was seeking support from the Town Council in its application to the District Council for S106 funding relating to the development on land to the south of Downsview Road, Wantage in which there was a tennis court contribution of £20,773.14 available. Mr Rowe advised that when the Tennis Club relocated to Manor Road Memorial Park there was insufficient funds to tarmac all the walkways leading to the tennis courts. The funding was

being sought to provide a hard surface to the walkways. Mr Rowe answered a number of questions and was thanked for his briefing.

The applicants were advised that their applications would be considered as confidential items at the end of the meeting. Mr Jestico, Mr Mitchell, Mr Williams and Mr Rowe left the meeting.

**35. Matters arising from the minutes**

a) Update on Sweatbox visits

The Clerk was to ask Ms Hicks of Sweatbox to liaise individually with councillors regarding visits to Sweatbox.

**Action: Clerk**

b) Update on CCTV project

PC James had advised at the Council meeting on 29 July that the police had no objection to the Town Council's proposal to install CCTV equipment on business premises around the town centre. He had advised that there was a need to adhere to General Data Protection Regulations. He had also advised that the police would welcome the reinstatement of the CCTV camera in Wallingford Street that had been connected to the District Council's monitoring centre in Abingdon. A number of councillors had visited, and were due to visit, the monitoring centre in Abingdon. It was noted that a view of a camera in Wantage was being obscured by one of the Town Council's floral displays. The camera on footpath 13 adjacent to a play area was also being obscured by foliage. There was a need for those who supervise the monitoring of the cameras to bring such problems to the attention of the Town Council. It was also felt that there was a need to consider whether there was a requirement for extra cameras around the town. It was noted that the District Council's cabinet would be considering a report on CCTV at its meeting on 4 October.

c) Update on investigation of better interest rates on the Council's cash deposits

The Clerk had been unable to identify any suitable accounts with higher interest rates. He advised that if the Council wished to secure higher interest rates on its deposits, it would be appropriate for it to seek the advice of an Independent Financial Advisor. In order to give some protection to its funds, the Council had previously agreed that longer term deposits should be made with the Nationwide Building Society. The Clerk was to arrange for this policy to be pursued.

**Action: Clerk**

The Chairman was to investigate whether the District Council might be able to provide a service to the parish councils with regard to holding cash deposits.

**Action: Chairman**

d) Standing Orders and Financial Regulations review

It had been agreed that a working group would review standing orders and financial regulations during October. The NALC had recently updated its financial regulations model. The Clerk was to prepare papers for consideration by the working group over the coming week.

**Action: Clerk**

e) Update on Health sub-committee

Councillor Hannaby, the Health Sub-committee Chairman, reported on the Oxfordshire Clinical Commissioning Group's consultation on local services. Results of a survey were due to be published in the near future. Councillors were invited to visit the OCCG website for information on the consultation. Councillor Hannaby was to call a meeting of the Health Sub-committee.

**Action: Hannaby**

- f) Update on distribution of Neighbourhood Plan to all councillors, so that the nature of the projects included in the Plan could be noted.

The copy of the proposed Plan had been distributed to all councillors. It was noted that the Planning Committee was recommending that the policy concerning parking spaces on new developments be deleted from the Plan and that the County Council's guidance on provision of parking spaces be accepted.

ON THE PROPOSITION of Councillor Major Sibbald  
SECONDED BY Councillor Gilhome

IT WAS RESOLVED that the recommendation of the Planning Committee be adopted.

The Committee noted that details of projects proposed under the Plan were contained in chapter 6 of the Plan document.

- g) Update on details of plans for the part pedestrianisation of the Market Place (developed plans prior to 2011), passed to councillors.

The Clerk had distributed a layout plan which had been prepared by consultants and derived from public consultation in the period 2005 through to 2011. It showed a two-way traffic system operation through the south side of the Market Place. The recent holding of events in the area of the Market Place between Barclays and the Alfred's Head had shown that this area could be pedestrianised as a step towards the longer-term scheme. It was felt that there was a need for a sub-committee to investigate and come forward with proposals. Councillors Hannaby, Gilhome and Wills-Wright had agreed to be members of the sub-committee. Councillors Dunford and Johnson indicated that they would be willing to participate if there was a need for them to do so.

**Action: Gilhome, Hannaby and Wills-Wright**

## POLICY

### **36. Minutes of the S106 Sub-committee meeting held on 9 September 2019**

The minutes were noted. The District Council and St Modwen's were proposing to alter the S106 Crab Hill agreement through a deed of variation. This was principally concerned with changes to the community building. The Clerk suggested that any change should involve legal protection to ensure that the building was operated as a facility for the community as a whole rather than for a single organisation. It was agreed that this was a matter to be taken up with St Modwen's and the District Council. It was agreed that a meeting be called with Beth Elkins, S106 Officer to discuss these matters.

**Action: Clerk**

Councillors were to consider whether there were any other changes to the S106 agreement that should be sought.

**Action: All**

### **37. Minutes of the Climate Sub-committee meeting held on 9 September 2019**

The minutes were noted. It was agreed that there were other parties that should be contacted as well as Mr Sadler of Oxford City Council. Councillor Dunford would participate in this.

**Action: Dunford**

It was agreed that there was a need for input from the Youth Town Council. It was reported that Sustainable Wantage had nominated Mr Mike Landy as a member of the sub-committee. The Clerk was to seek formal confirmation of this.

**Action: Clerk**

**MANAGEMENT AND FINANCE**

**38. Accounts for payment**

ON THE PROPOSITION of Councillor Dunford  
SECONDED BY Councillor Hannaby  
IT WAS RESOLVED that accounts for payment in the sum of £ 49,339.29 (attached) be approved.

**39. General correspondence**

Notice of Conclusion of Audit.

The letter from Moore, the external auditor, had been received advising that no points had arisen from their audit. The Notice of Conclusion of Audit was to be referred to the next Council meeting. **Action: Clerk**

The Army Engagement Team

Members of the public were being invited to attend the briefing by the team on 17 October 2019 in Grove. Councillors wishing to attend should inform the Clerk. **Action: All**

**Confidential Items**

ON THE PROPOSITION of 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.

**40. To consider donation requests**

a) Amegos Theatre Company

ON THE PROPOSITION of Councillor Mrs Hannaby  
SECONDED BY Councillor Wills-Wright  
IT WAS RESOLVED that a donation of £750 be made to Amegos Theatre Company.

b) Opera Unmasked

Councillor Mrs Hannaby left the meeting for this item.

ON THE PROPOSITION of Councillor Goodman  
SECONDED BY Councillor Major Sibbald  
IT WAS RESOLVED that a donation of £600 be made to Opera Unmasked.

c) Wantage Choral Society

Councillor Dr Walters left the meeting for this item.

ON THE PROPOSITION of Councillor Goodman  
SECONDED BY Councillor Hannaby  
IT WAS RESOLVED that a donation of £500 be made to the Wantage Choral Society.

**41. To consider request for Town Council support for the Wantage Tennis Club S106 funding application**

ON THE PROPOSITION of Councillor Duveen  
SECONDED BY Councillor Goodman

IT WAS RESOLVED that the Town Council give support to the Tennis Club's application for the sum of £10,500 from S106 funds available from planning application P13/V1826/FUL.

**42. Briefing by Town Mayor on arrangements for Council meetings on 14 October 2019**

Councillor Major Sibbald reported on the arrangements for the Remembrance event and Council meetings on 14 October 2019. He advised that the cost of the event would be covered within the £1,500 Freedom of Town budget.

**43. Minutes of the Staffing Sub-committee meeting held on 9 September 2019**

The minutes were noted. It was agreed that priority be given to the recruitment of a Town Centre Manager. A job specification was being finalised by the sub-committee and would be distributed to all councillors for consideration. **Action: Clerk**

Once approved, the Town Clerk would proceed with the S106 funding application to the District Council. It was hoped to have a manager in place by the beginning of the New Year.

It was noted that Mrs Eagan had given notice of her resignation from her role as Clerk's Assistant and Town Mayor's Secretary. Her last day in the office would be on 21 November 2019. The Clerk advised that there was a need to employ two Clerk's assistants in the office to cover council office opening times.

ON THE PROPOSITION of Councillor Wills-Wright  
SECONDED BY Councillor Major Sibbald

IT WAS RESOLVED that the Clerk should proceed to recruit a Clerk's Assistant and Town Mayor's Secretary on similar working terms. The Committee recorded a vote of thanks to Mrs Eagan for the good service that she had provided over a 14 year period.

**44. To consider future arrangements for the Youth Town Council**

The recently called Youth Town Council meeting had been inquorate and therefore there was currently no chairman or vice chairman for the Youth Town Council. There was discussion about what should be the future arrangements for the Youth Town Council. It was agreed that the views of George Hicks of Sweatbox, Karen Tolley of the District Council, Mel Roundtree of the Museum and Pam Stokell should be sought. **Action: Clerk**

The meeting came out of confidential session.

The meeting closed at 9.42 p.m.

WPF/ME

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**Wantage Town Council**

**Accounts for Payment - July to September 2019**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
01/08/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/09/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/08/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/08/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/08/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
01/09/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/09/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/09/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
21/07/2019	NEST	Pension contribution payments	Office	DD	£ 348.54
21/07/2019	Staff - various	July payroll	Office/OA1985	Bacs	£ 7,840.26
21/08/2019	NEST	Pension contribution payments	Office	DD	£ 334.54
21/08/2019	Staff - various	August payroll	Office/OA1985	Bacs	£ 7,607.70
21/09/2019	NEST	Pension contribution payments	Office	DD	£ 335.94
21/09/2019	Staff - various	September payroll	Office/OA1985	Bacs	£ 7,677.83
		<b>Total direct debits</b>			<b>£ 25,756.81</b>
29/07/2019	Viking	Stationery	Office	306469	£ 10.64
29/07/2019	White Horse Horticulture	Grass cutting etc at cemetery/play area - June	Burials/Open Spaces	306470	£ 1,185.00
29/07/2019	Castle Water	Water for Stockham allotments	Allotments	306471	£ 13.08
29/07/2019	Castle Water	Water for Larkhill allotments	Allotments	306472	£ 11.16
29/07/2019	Cancelled	-	-	306473	£ -
29/07/2019	BT	Internet services	Office	306474	£ 169.72
07/08/2019	W&G Cricket Club	Donation	Recreation	306475	£ 1,000.00
09/08/2019	V&D Museum	2nd qtr grant	Entertainment	306476	£ 4,750.00
09/08/2019	V&D Museum	2nd qtr grant re tourist information	Tourism	306477	£ 1,587.50
09/08/2019	White Horse Horticulture	Grass cutting etc at cemetery/play area - July	Burials/Open Spaces	306478	£ 1,910.00
09/08/2019	Red Corner	Photocopying charges	Office	306479	£ 13.26
09/08/2019	Be Free Young Carers	Grant 4th instalment	Recreation	306480	£ 1,250.00
18/08/2019	Castle Water	Water for cemetery	Burials	306481	£ 25.22
18/08/2019	Castle Water	Water for Naldertown allotments	Allotments	306482	£ 20.39
18/08/2019	Castle Water	Water for Stockham allotments	Allotments	306483	£ 26.59
18/08/2019	Castle Water	Water for Larkhill allotments	Allotments	306484	£ 38.66
18/08/2019	SGW Payroll	Payroll processing July	Office/OA1985	306485	£ 69.60

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<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
18/08/2019	Glasdon	Bollards	Highways	306486	£ 661.42
18/08/2019	Kingdom Signs	Flags for town entry signs	Tourism	306487	£ 69.00
	Cancelled	-	-	306488	£ -
28/08/2019	SGW Payroll	Payroll processing August	Office/OA1985	306489	£ 69.60
28/08/2019	Communicorp	Freedom scroll	LGA 72	306490	£ 88.56
28/08/2019	Zurich	Insurance for Lester Piggott statue	LGA 72	306491	£ 162.70
06/09/2019	Oxfordshire CC	Belmont street light	Highways	306501	£ 3,000.00
06/09/2019	VWHDC	Personal licence fee W Falkenau	Recreation	306502	£ 37.00
06/09/2019	L Smith	Bus shelter cleaning	Highways	306503	£ 60.00
06/09/2019	Charlton Envmt	Weedkilling treatment	Highways	306504	£ 906.00
06/09/2019	Barclaycard	Postage/laptop power supply	Office	306505	£ 156.97
09/09/2019	White Horse Horticulture	Grass cutting etc at cemetery/play area - August	Burials/Open Spaces	306506	£ 1,560.00
09/09/2019	BT	Telephone services	Office	306507	£ 95.99
23/09/2019	VWHDC	Personal licence fee S Sanders	Recreation	306492	£ 37.00
23/09/2019	SGW Payroll	Payroll processing September	Office/OA1985	306493	£ 69.60
23/09/2019	HMRC	PAYE 2nd quarter	Office/OA1985	306494	£ 4,055.12
23/09/2019	Dr Ashton	Return of shed bond	Allotments	306495	£ 30.00
23/09/2019	Crab Hill Devt	Grove Road allotment rent	Allotments	306496	£ 342.00
23/09/2019	Viking	Stationery	Office	306497	£ 100.70
		Total cheques			£ 23,582.48
		<b>Total payments July to September 2019</b>			<b>£ 49,339.29</b>