

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND  
FINANCE COMMITTEE OF THE WANTAGE TOWN COUNCIL HELD IN  
THE BEACON, PORTWAY, WANTAGE, ON MONDAY, 11 NOVEMBER 2019, AT 7.30 P.M.**

Committee Members present: Councillor A Crawford (Chairman)  
Councillors A Dunford, A Duveen, T Gilhorne,  
J T Hannaby (part), A C Menzies, J E Nunn-Price, I L Sheldon,  
Major J Sibbald and C H Wills-Wright.

Others present: Ms G Hicks – Sweatbox (part).  
Mrs L Pritchard – Be Free Young Carers (part).  
Mrs O Barlow – Sustainable Wantage (part).  
Mrs M Rozier – Grove and Wantage Children’s Group (part).  
One member of the public (part).

Town Clerk: W P Falkenau.

**Apologies for Absence**

An apology for late arrival was received from Councillor J T Hannaby and apologies for absence were received from Councillors I R Cameron, O Curley, J Goodman, E L Johnson, P O’Leary and Dr C Walters.

**Declarations of Disclosable Pecuniary and other Interests**

None.

**Minutes of Meeting held on 30 September 2019**

The minutes were approved and signed.

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

None.

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

a) Be Free Young Carers

Mrs Pritchard gave a briefing in support of the request for £5000 to support the operating costs of this charity. After answering questions, she was thanked for attending and left the meeting.

b) Sustainable Wantage

Mrs Barlow explained that a donation of £460 was being sought to cover the cost of tree surgery for a mulberry tree at the Market Garden at Charlton. Mrs Barlow was thanked for attending the meeting and she and the member of public left the meeting.

Councillor Hannaby arrived.

**47. Briefing by recipients of annual grants**

a) Grove and Wantage Children’s Group

Mrs Rozier reported on the activities of the group. The group sought to provide services that had previously been provided by the County Council’s Children’s Centres. Financial support from the County Council was coming to an end and the group was seeking funding from other sources to replace this. Mrs Rozier was thanked for her briefing and she left the meeting.

**55. Future arrangements for Youth Town Council (see Clerk's memorandum of 6 November 2019)**

This item was brought forward so that Ms Hicks could contribute to the discussion. The Chairman suspended the meeting so that an informal discussion could proceed between Ms Hicks and the Councillors.

The meeting was recommenced. Comments and points raised during the informal discussion were to be considered at a future date. **Action: Chairman**

**48. Matters arising from the minutes**

a) Update on Sweatbox visits

Contact details for Ms Hicks had been passed to Councillors to enable them to arrange a visit to Sweatbox. Ms Hicks left the meeting.

b) Update on CCTV project

It was agreed that no further action should be taken regarding installing CCTV equipment on business premises around the town. It was agreed to pursue the reinstatement of a District Council monitored CCTV camera in Wallingford Street. It was noted that an estimate of the cost involved had been requested from the District Council.

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

Other than pursuing the policy of depositing funds with the Nationwide, the Clerk had been unable to identify better interest rates from other institutions. The Chairman advised that the District Council was not currently in a position to provide the service with regard to securing better interest rates.

d) Update on Health sub-committee

Recommendations from the OX12 CCG Working Group were due to be published on 22 November. Councillor Hannaby agreed to call a meeting of the Health Sub-committee after this.

**Action: Hannaby**

e) Update on plans for the part pedestrianisation of the Market Place

The Working Group had not yet met. The Clerk had sent an email to a senior County Council Office who was responsible for highways. He was to press for a response. **Action: Clerk**

f) Update on deed of variation of Crab Hill S106 agreement

A meeting was being held the following day with representatives of St Modwens to brief Councillors on the proposed changes.

**POLICY**

**49. To receive interim internal audit report from visit on 23 October 2019 and consider further actions**

The report from the internal auditor was considered and the following actions noted or agreed.

B 1 - Financial Regulations. The Council was undertaking a review.

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B 2 – The Clerk is not CiLCA qualified. The Committee was satisfied with the qualification and experience of the Clerk.

C 1 – The council has not reviewed its insurance coverage during the year. This was covered by agenda item 51 of this meeting.

E 1 – The Council does not have an investment policy in place. This was covered by agenda item 52 of this meeting.

E 2 – The Council does not maintain a register of fees and charges. The Clerk was to prepare a register of charges. **Action: Clerk**

E 3 – Fees and charges have not been subject to review and approval by Council during the year. Consideration of this was to be referred to the Councils Precept setting meeting on 9 December.

E 4 – VAT has not been promptly reclaimed. The Clerk had experienced difficulty in dealing with changes to the HMRC VAT online services. A VAT reclaim to 31 March 2019 had been made and payment from HMRC recently received.

F 1 – Petty cash held does not agree to the value stated in the Councils Financial Regulations. The Committee accepted that it was impractical to operate the petty cash system on an imprest basis. With the introduction of the Council's credit card the use of petty cash had significantly diminished.

F 2 – Petty cash expenditure is not regularly reported to Council. Expenditure through petty cash had been less than £10 over the past 6 months.

I 1 – End of month bank statements have not been reconciled to accounts. The Clerk advised that bank statements were reconciled on an ongoing basis. The accounts referred to in the observation do not require reconciliation because the transactions always match the bank statements.

I 2 – Bank reconciliations have not been subject to independent review. In future the Chairman of meetings to which bank statements and bank reconciliations are referred will sign to confirm that the statements have been reviewed.

**50. Standing Orders and Financial Regulations review, including policy and procedure for online payments (see Clerk's memorandum of 6 November 2019)**

In a vote it was determined that the words "their" and "they" be used rather than "he/ she"/ or "him/her". The Clerk was to update Standing Orders accordingly.

There was discussion about the introduction of online payments. Currently cheques were signed by the Clerk and two signatories. There was discussion about the appropriate authorisation procedures for online payments.

ON THE PROPOSITION of The Chairman  
SECONDED BY Councillor Wills-Wright

IT WAS MOVED that a procedure involving payment being effected by the Clerk and one other signatory, be adopted. This was approved, ten in favour, one against. Councillor Nunn-Price was recorded as voting against. The Clerk was to update Standing Orders and the Financial Regulations and arrange a meeting of the Working Group to consider these.

**Action: Clerk**

**51. To review Fixed Asset Schedule and insurance cover. (see Clerk's memorandum of 6 November 2019)**

Some of the members did not have the Fixed Asset Schedule to hand. It was agreed to defer consideration to the next meeting. The Clerk was to ensure that these were passed to all members.  
**Action: Clerk**

**52. To consider adoption of a Treasury and Investment Policy. (see draft document dated 6 November 2019)**

The Clerk had prepared a draft policy document based on a model provided by the internal auditor. The policy stated that no more than 60% of the Council's funds should be deposited with one institution. There was a suggestion that the funds should be more widely distributed so that no institution held more than the amount specified in the deposit guarantee scheme which was currently £85,000. This would involve spreading the funds to seven or eight different institutions. The Clerk was to investigate whether this could be achieved. **Action: Clerk**

A decision regarding the policy was deferred until after this investigation.

**53. To review policy concerning fairs and practice of closing off Market Square car parking spaces on evening before fairs and other events**

The Council does not currently actively promote the attendance of the fairs in the town, but merely advises the public of the dates. In the past the showmen have actively promoted their fairs. It was agreed to refer this to the future Town Centre Manager to be discussed with the showmen.

The practice of closing off the Market Square prior to an event or the fair arriving had been adopted in recent years because of vehicles parking overnight on the Market Square. The Clerk had visited the Market Place at 6.30 am on Sunday morning and found that there were eight vehicles parked in the car parking area. It was agreed that the current practice adopted by the Clerk should continue. **Action: Clerk**

**54. To note application for S106 funding towards costs relating to the employment of a Town Centre Manager**

The Clerk had made a formal application to the District Council for a commitment of the S106 funds from Crab Hill development to cover expenditure over an eight year period. The S106 Officer had advised that separate applications would have to be submitted for each instalment, rather than the whole S106 amount. A meeting was due to be held with the S106 Officer at 12.30 pm on Wednesday 13 November at The Beacon. Councillors were invited to attend. The Clerk expressed concern with regard to receipt of payments being affected by delays in the administration of the developer and the District Council. He hoped that this could be resolved at the meeting.

ON THE PROPOSITION of Councillor Major Sibbald

SECONDED BY Councillor Dunford

IT WAS RESOLVED to proceed with the recruitment of a Town Centre Manager on the terms indicated in the job specification.

**55. Future arrangements for Youth Town Council (see Clerk's memorandum of 6 November 2019)**

Deferred.

**56. Minutes of the Climate Emergency Sub-committee meeting held on 4 November 2019**

The minutes were noted.

**MANAGEMENT AND FINANCE**

**57. Accounts for payment**

ON THE PROPOSITION of The Chairman  
SECONDED BY Councillor Major Sibbald  
IT WAS RESOLVED that accounts for payment in the sum of £53,797.87 (attached) be approved.

**58. Estimates 2020/2021**

ON THE PROPOSITION of Councillor Crawford  
SECONDED BY Councillor Dunford  
IT WAS RESOLVED that £15,000 be included in the Estimates for the employment of a PCSO to deal with parking enforcement.

Wantage Silver Band – hall extension

It was agreed that £10,000 in the current year's budget be transferred to the reserves.

The estimates per the attached statement were agreed.

**59. General correspondence**

None.

**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.

**60. To consider donation requests**

a) Be Free Young Carers

ON THE PROPOSITION of Councillor Major Sibbald  
SECONDED BY Councillor Dunford  
IT WAS RESOLVED that a grant of £5,000 be given to Be Free Young Carers to support the operating costs of the charity.

b) Sustainable Wantage

ON THE PROPOSITION of Major Sibbald  
SECONDED BY Councillor Dunford  
IT WAS RESOLVED that a donation of £460 be made to Sustainable Wantage for the tree surgery to the mulberry tree.

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**61. Update on staffing matters**

The Clerk reported that Katie Summers had joined the Town Council's staff that day as the Clerk's Assistant and Town Mayor's PA.

The meeting came out of confidential session.

The meeting closed at 9.47 p.m.

WPF/ME

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**Wantage Town Council**

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

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Powers</b>	<b>Ref</b>	<b>£</b>
01/10/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/11/2019	Abbey Properties	Market Attendant's shed rent	OA 1985	SO	£ 100.00
01/10/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/10/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/10/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
05/10/2019	Coop Bank	Bank charges	LGA 72	DD	£ 30.00
07/10/2019	Barclays	Bank charges	LGA 72	DD	£ 11.27
01/11/2019	VWHDC	Cemetery Rates	Burials	DD	£ 65.00
01/11/2019	VWHDC	Rates for Market	OA1985	DD	£ 243.00
01/11/2019	VWHDC	Rates for car park	OA1985	DD	£ 398.00
21/10/2019	NEST	Pension contribution payments	Office	DD	£ 298.49
21/10/2019	Staff - various	October payroll	Office/OA1985	Bacs	£ 6,831.35
31/10/2019	J Sibbald	Town Mayor's allowance	LGA 72	Bacs	£ 810.00
Total direct debits					£ 9,593.11
30/09/2019	Castle Water	Water for Stockham allotments	Allotments	306508	£ 0.43
30/09/2019	Castle Water	Water for Grove Rd allotments	Allotments	306509	£ 34.09
30/09/2019	Castle Water	Water for Hamfield allotments	Allotments	306510	£ 20.39
30/09/2019	Castle Water	Water for Larkhill allotments	Allotments	306511	£ 16.34
30/09/2019	Castle Water	Water at Statue area	OA 1985	306512	£ 2.02
14/10/2019	VWHDC	Re office services 2018/19	Office	306513	£ 1,733.59
14/10/2019	Oxfordshire CC	Half year rent Larkhill allotments	Allotments	306514	£ 239.63
14/10/2019	L Smith	Removal of flags	Tourism	306515	£ 325.00
14/10/2019	Red Corner	Photocopying charges	Office	306516	£ 17.83
14/10/2019	Amegos Theatre	Donation	Entertainment	306517	£ 750.00
14/10/2019	Opera Unmasked	Donation	Entertainment	306518	£ 600.00
14/10/2019	Wantage Choral Society	Donation	Entertainment	306519	£ 500.00
14/10/2019	cancelled			306520	£ -
14/10/2019	Castle Water	Water for Larkhill allotments	Allotments	306521	£ 42.95
14/10/2019	Castle Water	Water for Naldertown allotments	Allotments	306522	£ 40.12
14/10/2019	Castle Water	Water for Stockham allotments	Allotments	306523	£ 13.51
14/10/2019	Castle Water	Water for Grove Road allotments	Allotments	306524	£ 73.28
14/10/2019	Castle Water	Water at Statue area	OA 1985	306525	£ 3.98
14/10/2019	V&D Museum	3rd qtr grant	Entertainment	306526	£ 4,750.00
14/10/2019	V&D Museum	3rd qtr grant re tourist information	Tourism	306527	£ 1,587.50
14/10/2019	WIAC	2nd half grant	Office/OA1985	306528	£ 5,000.00
14/10/2019	Letcombe Brook Project	2nd half grant	Tourism	306529	£ 4,500.00
14/10/2019	October Club	2nd half grant	Entertainment	306530	£ 1,500.00

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14/10/2019	Vale Academy	2nd half grant	Recreation	306531	£ 6,000.00
14/10/2019	Wantage Counselling	2nd half grant	Information	306532	£ 1,500.00
14/10/2019	Dickensian Evening	Grant	Entertainment	306533	£ 1,500.00
25/10/2019	Barclaycard	Postage £244, Certificate frames £140	Highways	306534	£ 384.00
25/10/2019	SGW Payroll	Payroll processing October	Office/OA1985	306535	£ 69.60
25/10/2019	Wantage Silver Band	Expenses re Royal Oak event	Entertainment	306536	£ 92.67
04/11/2019	ICCM	S Sanders cemetery course	Burial	306537	£ 204.00
04/11/2019	IAC Audit	Internal audit charge	LGA 1972	306538	£ 420.00
04/11/2019	VWHDC	Refreshments for events	Tourism	306539	£ 86.40
04/11/2019	BT	Telephone charges	Office	306540	£ 129.72
04/11/2019	Mobiloo	Re Dickensian Evening	Entertainment	306541	£ 395.00
04/11/2019	Red Corner Docmt Solns	Photocopying charges	Allotments	306542	£ 12.71
04/11/2019	Grove PCC	Grant to GROW	Entertainment	306543	£ 10,000.00
04/11/2019	V&DM (Retail)	Royal Oak reception	Entertainment	306544	£ 240.00
04/11/2019	White Horse Horticulture	Grass cutting etc at cemetery/play area - September/October	Burials/Open Spaces	306545	£ 1,420.00
Total cheques					£ 44,204.76
<b>Total payments September to November 2019</b>					<b>£ 53,797.87</b>

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**POLICY, MANAGEMENT & FINANCE COMMITTEE - FINANCIAL STATEMENT AND ESTIMATE WORKSHEET**

	2019/20 Actual YTD £	2019/20 Budget £	2019/20 Forecast £	2020/21 Estimate £
<b>PM&amp;F EXPENSES</b>				
<b>Grants:</b>				
Children's Centre	10,000	10,000	10,000	10,000
Donations	5,278	10,000	10,000	15,000
Dickensian Evening	1,500	500	1,500	1,500
IAC	10,000	10,000	10,000	10,000
IAC community bus	316	6,000	316	-
Sweatbox	12,000	12,000	12,000	12,000
Letcombe Brook project	9,000	9,000	9,000	9,000
Museum	14,250	19,000	19,000	19,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	3,000	3,000	3,000	3,000
Twinning	-	2,000	-	-
Be Free Young Carers	2,500	5,000	5,000	5,000
Summer Festival	-	1,500	-	-
Wantage and Grove Street Pastors	-	500	-	500
Wantage Silver Band	-	10,000	-	-
Wantage Counselling	3,000	3,000	3,000	3,000
<b>TOTAL Grants</b>	<b>75,606</b>	<b>107,850</b>	<b>89,166</b>	<b>94,350</b>
<b>STAFF COSTS</b>				
<b>Salaries:</b>				
Salary Admin	399	1,000	1,000	1,000
Salaries-Other	49,493	100,000	85,000	100,000
<b>TOTAL Salaries</b>	<b>49,892</b>	<b>101,000</b>	<b>86,000</b>	<b>101,000</b>
Staff Training	255	750	750	750
<b>Total Staff Costs</b>	<b>50,147</b>	<b>101,750</b>	<b>86,750</b>	<b>101,750</b>
<b>OFFICE COSTS</b>				
<b>Office Mtce:</b>				
Rates and utilities				
Office Mtce-Other	1,734	2,500	1,734	2,000
<b>TOTAL Office Mtce</b>	<b>1,734</b>	<b>2,500</b>	<b>1,734</b>	<b>2,000</b>
<b>Office Admin:</b>				
Photocopier	363	800	800	800
Postage	545	800	800	800
Stationery	328	1,500	1,000	1,000
Telephone	523	1,000	1,000	1,000
Office Admin-Other		100	100	100
	1,759	4,200	3,700	3,700
External Audit	800	850	800	800
Internal Audit	700	1,200	700	700
Bank Chrg	153	400	400	400
Clerk's Exps	-	100	100	100
Computers	27	500	500	500
<b>Total Office Costs</b>	<b>5,173</b>	<b>9,750</b>	<b>7,934</b>	<b>8,200</b>
<b>Health &amp; Safety</b>				
Insurance	3,375	3,250	3,375	3,600
Mayor's Chain/badges		-	-	
Mayor's Exps	1,400	2,800	2,800	2,800
Civic Visits	-	1,500	3,000	1,500
Mably anniversary	-	-	-	
Election	-	15,000	15,000	5,000
Freedom of Town	74	1,500	1,500	1,500
Subscriptions	1,808	1,800	1,808	2,000
Sundry	31	500	500	500
	6,688	26,350	27,983	16,900
HEALTH SUB-COMMITTEE	-	-	-	-
CLIMATE EMERGENCY SC	-	-	10,000	10,000
YOUTH TOWN COUNCIL	-	5,000	-	5,000
PCSO contribution	-	-	-	15,000
<b>TOTAL PM&amp;F</b>	<b>137,614</b>	<b>250,700</b>	<b>221,833</b>	<b>251,200</b>