

**MINUTES OF THE MEETING OF THE POLICY, MANAGEMENT AND FINANCE
COMMITTEE OF WANTAGE TOWN COUNCIL HELD AT THE BEACON, PORWAY,
WANTAGE ON MONDAY 14 NOVEMBER 2022 AT 7.30 PM**

Committee members present: Councillor A Crawford (Chairman)
Councillors A Gilhome, J T Hannaby, E L Johnson, A C Menzies,
J Sibbald, S Third and C Walters.

Others present: E Turner – Wantage Silver Band (up to 44 a)

Town Clerk: W P Falkenau

Apologies for Absence

Apologies for absence were received from Councillors I R Cameron, A Dunford,
P O’Leary, I Sheldon and C H Wills-Wright.

**Declarations of disclosable pecuniary interests, other registrable interests and non-
registerable interests**

Councillors Crawford and Johnson disclosed other registrable interests with regard to agenda items 45 and 50 with regard to memberships of Sustainable Wantage. Councillor Hannaby declared a non-registrable interest in item 53 b) due to the company owned by her son being contracted to extend the Silver Band’s hall.

To approve the minutes of the meeting held on 3 October 2022

The minutes were approved and signed.

42. Statements and Questions from the Public

None.

43. Briefings by applicants for donations and grants

b) Wantage Silver Band

Mrs Turner gave an update on the activities of the band and on progress with the band hall extension. She was thanked for the briefing.

a) Orchard Counselling (formerly Wantage Counselling)

The Clerk apologised for failing to confirm with Orchard Counselling the date of the meeting. There was no representative present. An email dealing with a number of questions raised by the Clerk had been distributed. He was to enquire about how many of their clients were residents of Wantage. It was agreed that there were many other questions to be raised and that consideration should be deferred until the next meeting. **Action: Clerk**

44. Matters arising from the minutes

a) Update on plans to pedestrianise western end of the Market Place

Positive progress was being made. In the consultation conducted by the County Council in the summer, the principal objection or concern was the loss or movement of disabled parking spaces. In response to this, it had been agreed that part of the taxi rank should be relocated to Newbury Street so that the existing disabled spaces could be retained. The County Council had

proceeded with consultations relating to changes in waiting restrictions that included three taxi rank spaces in Newbury Street. This consultation was due to close on 9 December. The Clerk had also been in discussions with the District Council about procedures for splitting the taxi rank in the Market Place. The action by the County Council had prompted the District Council to realise that the rank in the Market Place fell within the auspice of the County Council, and not it, and therefore it had no direct interest nor responsibility in the proposed changes. This meant that responsibility for approving the scheme now rested solely with the County Council. Dialogue between the County Council officers and the Town Council's consultants was ongoing.

b) Future ownership and maintenance responsibilities for Manor Road Recreation Ground

A request had been made to the District Council on 19 October for a breakdown of the annual maintenance costs and for an indication of the likely commuted sum to be offered by the District Council to the Town Council. A response had not yet been received.

c) Request for CCTV camera in Wallingford Street

The District Council had signed the contract for the supply and installation of the equipment. A date for installation had not yet been given.

d) Update regarding Kingsgrove Community Hall

Further information regarding legal agreements was awaited. A planning application was due to be submitted shortly.

e) Registration of Council land with HM Land Registry

A response from HM Land Registry was awaited.

f) Grant funding for Sweatbox

The Academy had been informed of the Council's decision. Recruitment of the Youth Services Manager was proceeding. Information requested by the Clerk was still awaited.

g) Update re community bus service working group

The working group had held a meeting with the County Council's Senior Public Transport Planner. Advice had also been provided by Community First. An article had been placed in the next newsletter seeking participation of others in the working group.

h) Application for S106 funds relating to the Town Centre Manager

The District Council had approved the release of £64,000. This awaited the preparation of an agreement by the District Council's legal team.

i) Ray Collins Charitable Trust and Vale Community Impact initiative re cost of living crisis

The Vale Community Impact had established a scheme and criteria for assisting those in need of support with their energy costs.

Councillors Hannaby and Walters declared an 'other registrable interest' and left the meeting for this item.

ON THE PROPOSITION OF Councillor Crawford

SECONDED BY Councillor Sibbald

IT WAS UNANIMOUSLY RESOLVED that £10,000 be donated to Vale Community Impact in support of the scheme (S137 expenditure).

j) Review of London Bridge protocol

There were four areas under consideration for updating:

- i) Amend standing orders to invoke the Emergency Consultation Panel
- ii) Investigate feasibility of emergency order for Market Place closure
- iii) Include provision of buckets for floral tributes
- iv) Sort out arrangements for participation by cadets

The protocol will be updated and published in due course.

Action: Sibbald

k) Changes to bank mandates

The Clerk had not yet progressed the changes.

Action: Clerk

l) Asset of Community Value - Wantage Community Hospital

The Clerk had not yet submitted the application to relist the Community Hospital as a Community Asset.

Action: Clerk

POLICY

45. Minutes of Climate Emergency Sub-committee meeting held on 24 October 2022, and to consider whether to award an annual grant to Sustainable Wantage

The minutes were noted and the actions approved.

Councillors Crawford and Johnson declared other registrable interests in Sustainable Wantage and left the meeting for consideration of a proposal to award an annual grant. Councillor Sibbald acted as the meeting chairman for this item.

ON THE PROPOSITION OF Councillor Hannaby

SECONDED BY Councillor Menzies

IT WAS UNANIMOUSLY RESOLVED that a grant of £10,000 be awarded to Sustainable Wantage. They were to be asked to provide an annual report to this committee. **Action: Clerk**

46. Minutes of the Health Sub-committee meeting held on 27 October 2022

The minutes were noted and the actions approved.

47. Review of Risk Assessment

There were two areas to be updated. The wording relating to the Code of Conduct required amendment. The majority of new council documents were now in electronic form The impact risk relating to loss of paper records was to be reduced. **Action: Clerk**

48. Review of Standing Orders and Financial Regulations

Standing Orders were to be updated to automatically invoke the Emergency Consultation Panel in a period of mourning. **Action: Clerk**

There were no changes to be made to Financial Regulations.

49. To consider whether to continue holding this committee and Council meetings in the Ridgeway room

It was agreed that all meetings should revert to being held in the Hanney room.

Action: Clerk

Management and Finance

50. Estimates 2023/24

The Clerk had prepared an estimates worksheet (attached, as updated). It was reviewed, line by line. Councillors Cameron and Hannaby declared other registrable interests in the Vale and Downland Museum and left the meeting for consideration of its grant. It was agreed that a representative of October Club be invited to provide a report to a future meeting. **Action: Clerk**

Councillors Crawford and Johnson declared other registrable interests in Sustainable Wantage and left the meeting for consideration of its grant. Councillor Sibbald acted as the meeting chairman for this item. Councillor Hannaby declared a non-registrable interest, as above, in the Wantage Silver Band and left the meeting for consideration of its grant.

The Clerk was to include a budget to purchase past mayors badges. **Action: Clerk**

51. Accounts for Payment

ON THE PROPOSITION OF Councillor Crawford
SECONDED BY Councillor Johnson
IT WAS RESOLVED that the accounts for payment in the sum of £80,910.34 (attached) be approved.

52. General correspondence

a) Kingsgrove Development surface water drainage

An agent, on behalf of St Modwen, was seeking permission for the construction of a surface water drainage outlet on the Town Council's land in Grove Road, to flow into the Letcombe Brook. Approval in principle was being sought before committing to surveys and more detailed plans. The Clerk had referred this to the Letcombe Brook Officer who had indicated that subject to adequate water flow control, it shouldn't be a problem.

Concerns were expressed by members regarding the risk of flooding. It was suggested that there should be initiatives to utilise grey water, with possibly a feed to the allotments. A financial contribution from the developer should be sought.

ON THE PROPOSITION OF Councillor Sibbald
SECONDED BY Councillor Third

IT WAS MOVED to advise the agent that more information was required, but was not opposed in principle. This was approved five in favour, two against.

Confidential items

ON THE PROPOSITION OF Councillor Crawford

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.

53. To consider donation requests

a) Wantage Counselling

Deferred.

b) Wantage Silver Band

Councillor Hannaby declared a non-registrable interest and left the meeting for this item.

ON THE PROPOSITION OF Councillor Crawford

SECONDED BY Councillor Walters

IT WAS RESOLVED that a donation of £10,000 be made to the Silver Band for 2023/24.

54. To consider NALC Salary Award recommendations for 2022/2023.

The NALC recommendation was to increase all rates by £1 per hour over all scales with effect from 1 April 2022. The Clerk had also recommended that the Deputy Clerk and Town Centre Manager pay rates be moved from Point 30 to 31 with effect from the same date and the Town Mayor's PA pay rate be moved from Point 8 to Point 9 with effect from 1 November.

ON THE PROPOSITION OF Councillor Sibbald

SECONDED BY Councillor Third

IT WAS RESOLVED that the pay rates for Council staff be increased in accordance with the NALC's recommendation and the Clerk's recommendations.

55. Staffing update

The Clerk advised that it was his intention to retire as Town Clerk during the coming year. This would be some time after the election in May 2023. The Staffing Sub-committee was to meet to consider recruitment arrangements. **Action: Crawford**

The meeting closed at 9.35 pm.

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Wantage Town Council

Accounts for Payment - September to November 2022

Date	Payee	Description	Powers	Ref	£
01/10/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/11/2022	Abbey Properties	Market Attendant's garage rent	OA 1985	SO	250.00
01/10/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/10/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
01/11/2022	VWHDC	Rates for market	OA 1985	SO	247.00
01/11/2022	VWHDC	Rates for Market Place car park	OA 1985	SO	404.00
11/11/2022	BNP Paribas	Photocopier lease	LGA 72	DD	179.19
05/10/2022	Barclays	Bank charges	LGA 72	DD	20.50
04/11/2022	Barclays	Bank charges	LGA 72	DD	19.30
21/10/2022	NEST	Pension contribution payments	Office	DD	387.31
21/10/2022	Staff - various	August payroll	Office/OA1985	Bacs	7,968.23
		Total direct debits			<u>10,376.53</u>
26/09/2022	Moore	External audit fee	LGA 72	Online	960.00
30/09/2022	Drayton Construction	Repairs to Market Square car parks	LGA 72	Online	15,598.18
30/09/2022	D Reynolds	Entertainment market 24 September	Entertainment	Online	100.00
02/10/2022	A Afonso	Entertainment artisan market 10 July	Entertainment	Online	100.00
04/10/2022	Hendred Ukele Group	Entertainment market 24 September and 2nd	Entertainment	Online	100.00
05/10/2022	J Mundell	Entertainment at market on 20 August	Entertainment	Online	100.00
08/10/2022	Aasvogel	Cemetery skip	Burials	Online	288.00
14/10/2022	Charlton Env Services	Weedkilling treatment	Highways	Online	1,110.00
14/10/2022	Insight	Microsoft 365 subscription	Office	Online	2,378.90
17/10/2022	Earth Anchors	Picnic tables for Manor Road Park	Recreation	Online	2,932.80
19/10/2022	SGW Payroll	Payroll processing October	Office/OA1985	Online	62.64
20/10/2022	Barclaycard	Quickbooks/adobe subs, office items and sign	Office	Online	112.87
21/10/2022	HMRC	PAYE for October	Office/OA1985	Online	1,908.59
23/10/2022	BT	Broadband services	Office	Online	150.82
24/10/2022	Vale Community Impact	2nd half grant	Information	Online	5,500.00
24/10/2022	Letcombe Brook Project	2nd half grant	Recreation	Online	5,250.00
24/10/2022	Vale and Downland Museum	3rd quarter grant	Recreation/information	Online	6,337.50
24/10/2022	October Club	2nd half grant	Recreation	Online	2,750.00
26/10/2022	Mobiloo	Mobiloo hire Dickensian Evening	Entertainment	Online	591.54
26/10/2022	Peggy Ley	Design of Christmas market items	Information	Online	90.00
27/10/2022	Festive Lighting	Christmas tree lights	Tourism	Online	1,958.40
27/10/2022	GROW	2nd half grant	Entertainment	6633	5,750.00
27/10/2022	Be Free Young Carers	Annual grant	Information	6632	5,000.00
31/10/2022	Red Corner	Photocopier charges	Office	Online	26.99
31/10/2022	White Horse Horticulture	Cemetery mtce and market duties	Burials/OA 1985	Online	680.00
01/11/2022	N Haval	Love Wantage website hosting/support	Information	Online	504.00
02/11/2022	Solopress	Christmas market promotional items	OA1985	Online	140.59
08/11/2022	B&M Engineering	Extending of Christmas canopy poles	Tourism	Online	1,560.00
10/11/2022	Festive Lights	Replacement icicle lights	Tourism	Online	218.30
31/10/2022	Glanville	Consultants re MP pedestrianisation	Highways	Online	1,800.00
12/10/2022	Haynes of Challow	Bin bags	LGA 72	Online	24.00
03/11/2022	Solopress	Chritmas market banners	Tourism	Online	312.18
03/11/2022	SSE	Electricity for shed	LGA 72	Online	133.49
01/11/2022	Vale of White Horse DC	Room hire at The Beacon	LGA 72	Online	168.48
10/11/2022	Peggy Ley	Newsletter and Christmas items design	Information/tourism	Online	255.00

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Accounts for Payment - September to November 2022

Date	Payee	Description	Powers	Ref	£
11/11/2022	Solopress	Newsletter printing	Information	Online	1,040.61
04/11/2022	Royal Mail	Newsletter distribution	Information	Online	1,085.05
02/11/2022	Down to Earth CIC	Donation	Information	Online	954.88
02/11/2022	Wantage ARP	Donation	Entertainment	Online	500.00
02/11/2022	Home Start Southern	Donation	Information	6634	2,000.00
Total cheque/online payments					70,533.81
Total payments September to November 2022					80,910.34

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WANTAGE TOWN COUNCIL

POLICY, MANAGEMENT & FINANCE COMMITTEE - ESTIMATES WORKSHEET

	2022/23 Actual YTD £	2022/23 Budget £	2022/23 Forecast £	2023/24 Estimate £
PM&F				
INCOME:				
Bank interest	968	1,000	1,500	1,500
EXPENSES				
Grants:				
Children's Centre	11,500	11,500	11,500	12,000
Donations	12,153	15,000	15,000	16,000
Dickensian Evening	-	2,000	2,000	2,000
VCI	11,000	11,000	21,000	12,000
Sweatbox	-	13,500	28,000	15,000
Youth Community Project	-	1,000	-	1,000
Letcombe Brook project	10,500	10,500	10,500	11,000
Museum	14,250	19,000	19,000	20,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	5,500	5,500	5,500	6,000
Be Free Young Carers	5,000	5,000	5,000	5,000
Summer Festival	-	2,000	-	2,000
Sustainable Wantage	-	-	-	10,000
Wantage Silver Band	-	10,000	10,000	10,000
Orchard Counselling	-	3,500	3,650	3,500
TOTAL Grants	74,665	115,850	137,500	131,850
STAFF COSTS				
Salaries:				
Salary Admin	328	1,000	1,000	1,000
Salaries-Other	49,456	80,000	92,000	108,000
TOTAL Salaries	49,784	81,000	93,000	109,000
Staff Training	-	750	-	1,000
Total Staff Costs	49,784	81,750	93,000	110,000
OFFICE COSTS				
Office Mtce:				
Rates and utilities	-	2,000	2,200	2,500
Office Mtce-Other	-	2,000	2,200	2,500
TOTAL Office Mtce	-	2,000	2,200	2,500
Office Admin:				
Photocopier	480	500	700	700
Postage	71	300	200	300
Stationery	344	300	500	500
Telephone	565	800	800	800
Office 365	1,982	2,000	1,982	2,100
Zoom subscription	480	500	480	-
Office Admin-Other	-	100	100	100
	3,922	4,500	4,762	4,500
External Audit	800	1,000	800	1,200
Internal Audit	350	750	790	870
Bank Chrg	183	300	370	400
Clerk's Exps	-	100	-	100
Computers	-	500	-	500
Total Office Costs	5,255	9,150	8,922	10,070

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POLICY, MANAGEMENT & FINANCE COMMITTEE - ESTIMATES WORKSHEET

	2022/23	2022/23	2022/23	2023/24
	Actual YTD £	Budget £	Forecast £	Estimate £
Health & Safety				
Insurance	3,450	3,700	3,450	3,700
Mayor's Chain/badges	-	-	-	2,000
Mayor's Exps	1,785	2,975	2,975	3,300
Civic Visits	-	3,500	-	3,500
Election	-	-	-	15,000
Freedom of Town	175	1,500	175	1,500
Subscriptions	2,178	2,175	2,178	2,400
Sundry	491	100	600	600
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	8,079	13,950	9,378	32,000
HEALTH SUB-COMMITTEE	-	5,000	-	5,000
CLIMATE EMERGENCY SC	-	20,000	10,000	20,000
TOTAL EXPENDITURE	<hr/>	<hr/>	<hr/>	<hr/>
	137,783	245,700	258,800	308,920
TOTAL PM&F NET EXPENDITURE	<hr/>	<hr/>	<hr/>	<hr/>
	137,783	244,700	257,300	307,420

12/11/2022