

**MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL  
HELD IN WANTAGE CIVIC HALL, PORTWAY, ON  
MONDAY, 12 JANUARY, 2009, AT 7.30 P.M.**

Present: Councillor P M O'Leary (Town Mayor)  
Councillor Mrs E A Turner (Deputy Town Mayor)  
Councillors B H Armitage, Mrs P Brundle, A J Geden,  
E C Goldsmith, Mrs J Hannaby, P Kent, J Morgan,  
Mrs J Reynolds, Major J Sibbald, Mrs L Todd and  
Dr I C E Turcu.

Clerk: Mr W P Falkenau.  
Deputy Clerk: Mrs H Kell.

**Apologies for Absence**

Apologies for absence were received from Councillors A Crawford, M Green and Ms N J Hanna.

**Declarations of Interest**

These were to be given as the meeting proceeded.

**Minutes of Council Meeting held on 1 December, 2008**

The minutes were approved and signed.

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

None.

**52. Estimates and Precept for 2009/10**

Draft financial statements had been prepared by the Clerk based on information provided by each Committee. The Clerk commented on the financial status of the Town Council. It was noted that the level of income attributable to the parish in the coming year would increase by 1.5% due to new properties being added to the rating list, and therefore a Town Council precept of £123,000 would hold the rate static for individual properties.

ON THE PROPOSITION of Councillor Armitage,  
SECONDED by Councillor Mrs Hannaby,

IT WAS MOVED that the precept for 2009/10 be set at £126,700, and that

- i) a sum of £30,000 be moved from General Reserves to Project Reserves for the Market Place increasing the fund to £131,500; that
- ii) a sum of £20,000 be moved from General Reserves to Project Reserves for the acquisition of additional cemetery land increasing the fund to £104,000;
- iii) the Vitality Check fund be reduced by £10,000 to £20,000;
- iv) a sum of £10,000 be set aside for Market Place initiatives to support actions to help revitalize the Market Place area in response to the difficult economic conditions;
- v) an additional £4,000 budget be included under the Policy, Management and Finance Committee donations area to cover discretionary grants to support organizations affected by the withdrawal of the Civic Hall community discount.

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After full discussion, this was approved 12 in favour, none against. The Clerk was to update the financial statements (attached). **Action: Clerk**

It was agreed to refer to the Joint Economic Forum details of the grant for the revitalization of the Market Place area with a view to securing other funding from the Chamber of Commerce in support. It was noted that the County Council had not set a budget to deal with weeds along the highway, and that it may fall to the Town Council to deal with this problem in the Market Place. There was a need for better signage to encourage visitors parked in the Sainsbury car park to visit the Market Place.

**53. Request for Donation : Wantage Choral Society**

A carol concert had been held involving the Wantage Church of England School. The District Council had agreed to contribute £300 to the costs, subject to a donation from the Town Council. The Town Mayor had agreed to provide funding to the Society through the Town Mayor's Charity Account, and had given a donation of £50.

ON THE PROPOSITION of Councillor Mrs Hannaby,  
SECONDED by Councillor Armitage,  
IT WAS UNANIMOUSLY RESOLVED that a donation of £50 to the Choral Society be approved, and that this sum be reimbursed to the Town Mayor's Charity Account.

**54. Consideration of Complaints concerning Civic Hall Catering Arrangements**

The District Council had recently introduced a requirement that a specific caterer be used at functions held in the Civic Hall. This was leading to a significant increase in the catering costs for users.

ON THE PROPOSITION of Councillor Armitage,  
SECONDED by Councillor Dr Turcu,  
IT WAS RESOLVED that the Clerk write to the District Council expressing dissatisfaction and concern regarding these arrangements, and requesting details of the caterer and the contractual arrangements. **Action: Clerk**

**55. Information Publication Scheme : Adoption of**  
**(i) Model Scheme**  
**(ii) Guide to Information**

The Clerk had received notification shortly before Christmas of the need to adopt the Model Scheme and Guide to Information. The Council was obliged to adopt the Model Scheme, published by the Information Commissioner, without amendment. The Clerk had prepared a guide to the scheme specific to this Council. This followed the template set out by the Information Commissioner. It was agreed that members of the public be required to contact Councillors through the Town Council Office, and that personal addresses and telephone numbers should not be published on the Town Council website. Hard copy details of these would be provided on request, and details of the recipient recorded.

ON THE PROPOSITION of Councillor Armitage,  
SECONDED by Councillor Major Sibbald,  
IT WAS UNANIMOUSLY RESOLVED that subject to these points, the Model Scheme and Guide to Information be adopted.

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It was reported that agendas for meetings were being published on the Town Council's website, and that the Clerk was expecting to publish minutes on the website in the near future.

**56. Town Mayor's Communications**

- (a) Chairman's Community Awards Lunch – 7 April, 2009 :  
Letter from Vale of White Horse District Council dated 6 January, 2009

The District Council was seeking nominations for awards for achievements in the sporting community. The Clerk was to distribute copies of the letter by email, and Councillors were free to make their own nominations. **Action: Clerk**

- (b) Wantage Area Climate Action Group : "Awards for All"

The Group requested the support of the Town Council in its application for a grant from "Awards for All", and asked for its endorsement to this application. This did not involve the Town Council in making a financial contribution. The Clerk had distributed the details by email. It was reported that the file attached to the email was corrupted and therefore Councillors had been unable to read the details of the application. It was agreed that this matter be deferred until a readable file had been provided. **Action: Clerk**

- (c) Fitzwaryn School Concert

The Town Mayor had attended the Fitzwaryn School concert. He thanked Councillors for attending his Carol Concert on 10 December, 2008.

- (d) Damage to King Alfred's Statue

The axe on the Statue had been damaged by an act of vandalism on the morning of Christmas Eve. The incident took place at 1.30 a.m. and had been picked up by the CCTV system. The Police were seeking to identify those involved. It was agreed that the Police should be asked whether the CCTV pictures could be released to the public in order to help identify the culprits. There was a need to investigate whether cameras of improved quality should be installed. It was agreed that a visit to the CCTV monitoring room should be arranged. **Action: Deputy Clerk**

The new Police Inspector for Wantage, Inspector Crouch, was to be invited to the next Policy, Management and Finance Committee meeting. **Action: Clerk**

The meeting closed at 8.47 p.m.

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WPF/KR

## RECREATION AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2008/2009 Actual YTD £	2008/2009 Budget £	2008/2009 Forecast £	2009/2010 Estimate £
<b>INCOME</b>				
<b>R&amp;AC:</b>				
Allotments	2,331	2,200	2,400	2,400
<b>TOTAL R&amp;AC</b>	<b>2,331</b>	<b>2,200</b>	<b>2,400</b>	<b>2,400</b>
<b>EXPENSES</b>				
<b>R&amp;A:</b>				
<b>Allotment:</b>				
Maintenance	386	375	500	500
Health & Safety	-	300	-	300
Water	293	410	400	450
Rent	628	515	628	700
Administration				
Allotment-Other	-	-		
<b>TOTAL Allotment</b>	<b>1,307</b>	<b>1,600</b>	<b>1,528</b>	<b>1,950</b>
<b>Play Areas:</b>				
Charlton maintenance		250		
Grasscutting	600	600	680	700
Cleaning	-			
Maintenance	385	2,250	385	400
Health & Safety				
Fencing				
Play Areas-Other		600	-	615
<b>TOTAL Play Areas</b>	<b>985</b>	<b>3,700</b>	<b>1,065</b>	<b>1,715</b>
<b>Projects:</b>				
Alfred's Bath	-	-	-	
Youth Shelter/Project				
Other				
<b>TOTAL EXPENDITURE R&amp;A</b>	<b>2,292</b>	<b>5,300</b>	<b>2,593</b>	<b>3,665</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>39</b>	<b>( 3,100)</b>	<b>( 193)</b>	<b>( 1,265)</b>

12-Jan-09

## ENVIRONMENTAL COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2008/2009 Actual YTD £	2008/2009 Budget £	2008/2009 Forecast £	2009/2010 Estimate £
<b>INCOME</b>				
<b>Environmental:</b>				
Cemetery	4,741	7,000	6,500	6,750
Fair Tolls	2,259	3,020	3,012	3,100
Market Tolls	12,585	15,000	16,000	15,000
Misc	-	-	-	-
Parking Fines	2,055	500	2,500	1,000
Grants and provisions	1,586	-	1,586	-
VC Forecourt	16	60	60	60
<b>TOTAL Environmental</b>	<b>23,242</b>	<b>25,580</b>	<b>29,658</b>	<b>25,910</b>
<b>EXPENSES</b>				
<b>Environmental:</b>				
<b>Car Park MP:</b>				
Attendant	1,200	500	1,500	1,000
Rates	3,119	2,800	3,500	3,700
Car Park MP-Other	-	-	-	-
<b>TOTAL Car Park MP</b>	<b>4,319</b>	<b>3,300</b>	<b>5,000</b>	<b>4,700</b>
<b>Cemetery:</b>				
Cemetery land purchase	-	-	-	-
Cleaning	510	1,550	1,500	1,600
Grasscutting	3,360	5,200	3,700	4,000
Railings	-	3,000	3,000	-
Maintenance	1,237	1,000	3,000	1,500
Rates	428	500	450	500
Tree removal	-	-	-	-
Cemetery-Other	-	2,050	-	2,500
<b>TOTAL Cemetery</b>	<b>5,535</b>	<b>13,300</b>	<b>11,650</b>	<b>10,100</b>
<b>Fairs:</b>				
Attendant	600	560	600	630
Closure	975	1,010	975	1,000
Clean up	-	500	-	-
<b>TOTAL Fairs</b>	<b>1,575</b>	<b>2,070</b>	<b>1,575</b>	<b>1,630</b>
<b>Market Sq:</b>				
Attendant	4,450	5,800	7,400	8,070
Contractor	440	6,250	440	600
CCTV Mtce	-	265	-	300
Maintenance	195	830	250	250
Rates	3,767	3,750	3,850	4,100
Refurbish	-	10,000	-	10,000
Statue	4,423	500	5,000	500
Market Sq-Other	53	-	100	100
<b>TOTAL Market Sq</b>	<b>13,328</b>	<b>27,395</b>	<b>17,040</b>	<b>23,920</b>
Maintenance	-	1,050	-	-
Street Furniture (includes display poles)	408	8,100	6,500	2,500
VC Forecourt wages	3,318	3,000	5,000	5,250
VC Forecourt mtce	370	-	500	500
Market Place initiatives	-	-	-	10,000
Pride In Wantage	-	1,000	-	500
Env-Other	-	-	-	-
	4,096	13,150	12,000	18,750
<b>TOTAL Environmental</b>	<b>28,853</b>	<b>59,215</b>	<b>47,265</b>	<b>59,100</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>( 5,611)</b>	<b>( 33,635)</b>	<b>( 17,607)</b>	<b>( 33,190)</b>

## POLICY, MANAGEMENT &amp; FINANCE COMMITTEE - FINANCIAL STATEMENT AND ESTIMATE WORKSHEET

	2008/9 Actual YTD £	2008/9 Budget £	2008/9 Forecast £	2009/10 Estimate £
<b>PM&amp;F EXPENSES</b>				
<b>Grants:</b>				
Cimmunity Group support re Civic Hall				4,000
Donations	860	2,020	1,200	2,120
Displays	3,570	3,570	3,570	3,660
Dickensian Evening	375	1,265	1,265	1,300
IAC	3,600	3,600	3,600	3,700
JEF	1,000	1,000	1,000	1,000
JET	4,450	4,600	4,450	4,600
Museum	12,150	16,200	16,200	16,600
VIP/TIC	4,080	5,440	5,440	5,580
Twinning	625	625	625	640
Summer Festival	1,150	1,150	1,150	1,180
Wantage Counselling	575	575	575	590
<b>TOTAL Grants</b>	<b>32,435</b>	<b>40,045</b>	<b>39,075</b>	<b>44,970</b>
<b>STAFF COSTS</b>				
<b>Salaries:</b>				
Salary Admin	-	1,000	100	700
Salaries-Other	27,926	39,700	37,500	39,000
<b>TOTAL Salaries</b>	<b>27,926</b>	<b>40,700</b>	<b>37,600</b>	<b>39,700</b>
Staff Training	-	1,000	-	1,000
Pensions Berks	707	705	707	730
<b>Total Staff Costs</b>	<b>28,633</b>	<b>42,405</b>	<b>38,307</b>	<b>41,430</b>
<b>OFFICE COSTS</b>				
<b>Office Mtce:</b>				
Rates and utilities	-			
Office Mtce-Other	62	580	900	940
<b>TOTAL Office Mtce</b>	<b>62</b>	<b>580</b>	<b>900</b>	<b>940</b>
<b>Office Admin:</b>				
Photocopier	437	750	650	700
Postage	850	1,000	1,000	1,000
Stationery	626	900	850	900
Telephone	636	700	850	850
Office Admin-Other	-	100	-	-
	2,549	3,450	3,350	3,450
Renovate furniture				
External Audit	550	650	550	650
Internal Audit	1,216	1,200	1,300	1,350
Bank Chrg	90	225	200	250
Clerk's Exps	-	300	50	50
Computers		500	500	500
<b>Total Office Costs</b>	<b>4,467</b>	<b>6,905</b>	<b>6,850</b>	<b>7,190</b>
Health & Safety		300	-	300
Insurance	3,230	3,250	3,230	3,500
Mayor's Chain	-	100		100
Mayor's Exps	1,950	1,950	1,950	2,000
Civic Visits	-	1,700	-	1,750
Election	-	3,500	2,500	3,600
Subscriptions	1,649	1,600	1,649	1,700
Recruitment	-	250	-	250
Sundry	383	1,000	500	1,000
	7,212	13,650	9,829	14,200
<b>TOTAL PM&amp;F</b>	<b>72,747</b>	<b>103,005</b>	<b>94,061</b>	<b>107,790</b>

## PRECEPT AND RESERVES WORKING SHEET 2009/2010

	£	2008/9 Budget £
<b>1. GENERAL RESERVES MOVEMENT</b>		
<b>Balance of General Reserves 31 March 2008</b>	<b>124,823</b>	107,479
Precept 2008/9	121,000	121,000
Bank Interest forecast/budget	12,500	12,000
Total funds available	<u>258,323</u>	<u>240,479</u>
<b>Forecast Committee Expenditure 2008/2009</b>		
Environmental (plus cemetery purchase)	(17,607)	(33,635)
Recreation and Amenities (plus Alfred's Bath)	(193)	(3,100)
Policy, Management and Finance	(94,061)	(103,005)
Total Forecast Committee Expenditure	<u>(111,861)</u>	<u>(139,740)</u>
<b>Transfers to/from Capital and Project Reserves 2008/2009</b>		
Cemetery	(19,000)	(19,000)
Market Place	(25,000)	(25,000)
Renovate furniture	500	500
<b>Balance of General Reserves 31 March 2009</b>	<u><b>102,962</b></u>	<u><b>57,239</b></u>
<b>Balance of Capital and Project Reserves 31 March 2009</b>	<b>225,625</b>	<b>225,625</b>
<b>Estimate Committee Expenditure 2009/10</b>		
Environmental (excluding cemetery purchase)	(33,190)	
Recreation and Amenities	(1,265)	
Policy, Management and Finance	(107,790)	
Total Estimate Committee Expenditure	<u>(142,245)</u>	
<b>Transfers to/from Capital and Project Reserves 2009/10</b>		
Market Place	(20,000)	
Cemetery	(30,000)	
Vitality Check	10,000	
Bank Interest	6,000	
<b>Precept 2009//2010</b>	<b>126,700</b>	
<b>Balance of General Reserves 31 March 2010</b>	<u><b>53,417</b></u>	

## 2. CAPITAL AND PROJECT RESERVE

	Balance b/f 1.4.2008 £	Additions/ (Reductions) 2008-9 £	Additions/ (Reductions) 2009-10 £	Balance at 31.3.2010 £
Cemetery: Purchase of Land	65,000	19,000	20,000	104,000
Market Place	76,500	25,000	30,000	131,500
Vitality/Health Check	30,000		(10,000)	20,000
Wantage Silver Band	10,125			10,125
Renovate furniture	500	(500)		0
<b>Total</b>	<u>182,125</u>	<u>43,500</u>	<u>40,000</u>	<u>265,625</u>