

**MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE, ON MONDAY,
5 DECEMBER, 2016 AT 7.30 P.M.**

Present: Councillor S Trinder (Chairman)
Councillors A Crawford, Mrs C E C Dickson, C S Dickson,
E C Goldsmith, J Goodman, Mrs M Gradwell, Mrs J Hannaby,
K Harris, B Mabbett, Mrs J E Nunn-Price, P O'Leary,
Mrs J Reynolds and Major J Sibbald.

Others present: One member of the public.

Clerk: Mr W P Falkenau.
Deputy Clerk: Mrs K Buckingham

Apologies for Absence

Apologies for absence were received from Councillors Miss K Gill and C McCarthy.

Declarations of Disclosable Pecuniary Interests

None.

Minutes of Council Meeting held on 21 November, 2016

The minutes were approved and signed.

57. Statements and Questions from the Public

None.

58. Consideration of Budgets and Setting of Precept for 2017/2018

Estimates sheets, prepared by the Town Clerk from information supplied by Committees, were considered. On discussion these were modified as follows:

Leisure and Amenities Committee

ON THE PROPOSITION of Councillor Mrs Nunn-Price

SECONDED by Councillor Mabbett

IT WAS MOVED that the 2017/18 estimate for street furniture be increased from £1,000 to £5,000. This was approved eleven in favour, three against.

It was noted that any expenditure on the provision of a hedge at the cemetery would be drawn from the £20,000 project reserve.

Planning Committee

It was agreed that the £20,000 estimate under "VAS" be removed. Expenditure of this nature would be drawn from the Community Support/Infrastructure Projects reserve.

Promotion, Communication and Events Committee

The Clerk was to ascertain the cost involved in getting the town flags installed and removed by a contractor. **Action: Clerk**

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Policy, Management and Finance Committee

It was agreed that the 2017/18 donation estimate for the Dickensian Evening Committee be increased to £1,000.

ON THE PROPOSITION of Councillor Crawford
SECONDED by Councillor Goodman

IT WAS MOVED that the estimate for Civic Visits be reduced by £1,000 and that this be re-allocated with an additional £500 to the Independent Advice Centre and £500 to the Sweatbox. This was approved, thirteen in favour, none against.

The Clerk advised that there was a need to increase the external audit fee to £850 due to the increase in 2016/17 income/expenditure moving the Council above the current audit fee threshold.

Precept 2017/18

ON THE PROPOSITION of Councillor Dickson
SECONDED by Councillor Mabbett

IT WAS MOVED that the precept be set at £321,000 for 2017/18.

ON THE PROPOSITION of Councillor Crawford
SECONDED by Councillor Major Sibbald

IT WAS MOVED that this be amended, with £40,000 being moved from General Reserves to the Community/Infrastructure Reserve, and the precept reduced by 10% To £288,900. In a vote the amendment was defeated, ten in favour, three against.

In a vote the original proposition, to set the precept at £321,000, was approved, ten in favour, three against.

The Clerk was to amend the worksheets and to re-publish (see attached).

59. Town Mayor's Communications

The Town Mayor reported on events that he had attended so far in the lead up to Christmas. He reminded the Councillors of the Town Mayor's Carols that were to be held in the Parish Church on Wednesday 7 December at 7.00 p.m.

Planning application P16/V3012/HH. 104 Springfield Road, OX12 8DZ. Proposed side extension and minor internal alterations.

This application had recently been registered, but required a comment before Christmas. The Planning Committee Chairman and the Deputy Town Clerk were of the view that the comment 'no objection' should be made. The Deputy Clerk was to wait to see whether there were any objections from neighbours before submitting this comment.
Action: Deputy Clerk

Parish Boundary Review

The District Council had announced that it was proceeding with a Boundary Review. This included Crab Hill and Stockham Farm affecting the boundaries between Wantage, Grove and Lockinge. The initial consultation was concerned with whether the correct areas for review had been selected, with consultation closing on 31 January 2017 and with District Council draft proposals for consultations proceeding in March 2017.

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Sweatbox grant

The Clerk reported that he had now received a financial statement from Sweatbox for year ended August 2016 and this was broadly in accordance with the format that he had sought. This had been distributed to Councillors. He intended to proceed with payment of the £10,000 grant to Sweatbox as previously agreed by the Council.

Action: Clerk

Sponsorship and advertisement income for Armed Forces Day event

The Clerk was asked for clarification on issues affecting the raising of contributions towards the event through sponsorship and advertisements. The Clerk advised that principal issue is concerned with the charging of Value Added Tax. He advised that parish councils do not have any exemption or de minimis threshold for charging VAT. If the Council was to proceed with making such charges there would be a need to register for VAT and include a VAT charge to those contributing. It was agreed that the Clerk should investigate what would be involved in registering for VAT.

Action: Clerk

CONFIDENTIAL ITEM

ON THE PROPOSITION of the Town Mayor, Councillor Trinder
SECONDED by Councillor Mrs Nunn-Price

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, and they were instructed to withdraw.

Confidential minutes of the Council meeting held on 21 November 2016.

The word 'practise' was amended to 'practice'. The minutes, as amended, were approved and signed.

The meeting closed at 8.50 p.m.

WPF/ME

PRECEPT AND RESERVES WORKING SHEET 2017/2018

	£	2016/17 Budget £
1. GENERAL RESERVES MOVEMENT		
Balance of General Reserves 31 March 2016	124,005	106,018
Precept 2016/17	321,000	321,000
CTR Grant	4,523	4,556
Neighbourhood Plan grants	0	0
Bank Interest forecast/budget	0	0
Total funds available	<u>449,528</u>	<u>431,574</u>
Forecast Committee Expenditure 2016/17		
Leisure and Amenities	(50,458)	(50,480)
Planning	(8,613)	(8,513)
Promotion, Communication and Events	(8,180)	(11,000)
Policy, Management and Finance	(168,240)	(171,278)
Total Forecast Committee Expenditure	<u>(235,491)</u>	<u>(241,271)</u>
Transfers to/from Capital and Project Reserves 2016/17		
Letcombe Brook Project	6,124	
Community support	(90,000)	(90,000)
Balance of General Reserves 31 March 2017	<u>130,161</u>	<u>100,303</u>
Balance of Capital and Project Reserves 31 March 2017	170,000	176,124
Estimate Committee Expenditure 2017/18		
Leisure and Amenities	(42,640)	
Planning	(500)	
Promotion, Communication and Events	(13,100)	
Policy, Management and Finance	(169,750)	
Total Estimate Committee Expenditure	<u>(225,990)</u>	
Transfers to/from Capital and Project Reserves 2017/18	0	
Bank Interest	0	
CTR Grant	2,379	
Precept 2017/18		
As 2016/17	321,000	
	<u>321,000</u>	
Balance of General Reserves 31 March 2018	<u>227,550</u>	

2. CAPITAL AND PROJECT RESERVE

	Balance b/f 1.4.2016 £	Additions/ (Reductions) 2016-17 £	Additions/ (Reductions) 2017-18 £	Balance at 31.3.2018 £
Cemetery: Purchase of Land	20,000			20,000
Community support/infrastructure projects	60,000	90,000		150,000
Letcombe Brook Project	6,124	(6,124)		0
Total	<u>86,124</u>	<u>83,876</u>		<u>170,000</u>

LEISURE AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2016/2017 Actual YTD £	2016/2017 Budget £	2016/2017 Forecast £	2017/2018 Estimate £
INCOME				
Allotments	4,055	3,700	4,055	4,055
Cemetery	3,681	6,000	6,000	6,000
Fair Tolls	2,175	4,200	2,175	2,220
Market Tolls	8,757	14,250	14,500	14,500
Misc	-	-	-	-
Parking Fines	380	-	380	-
Grants and provisions	-	-	-	-
VC Forecourt	23	50	50	50
TOTAL INCOME	19,071	28,200	27,160	26,825
EXPENSES				
Allotment:				
Maintenance	1,439	1,039	1,500	1,500
Clearance	2,015	1,000	2,300	1,000
Water	323	1,000	500	500
Rent	473	661	661	661
Allotment-Other	-	-	-	394
TOTAL Allotment	4,250	3,700	4,961	4,055
Car Park MP:				
Attendant	-	-	-	-
Rates	2,595	3,220	3,250	3,250
Car Park MP-Other	-	-	-	-
TOTAL Car Park MP	2,595	3,220	3,250	3,250
Cemetery:				
Cemetery hedge	-	-	-	-
Cleaning	720	3,000	1,720	1,800
Grasscutting	5,400	6,500	6,500	6,825
Maintenance	1,632	1,500	1,800	1,800
Rates	470	650	650	650
Tree maintenance	-	1,000	1,000	1,000
Cemetery-Other	355	300	300	300
TOTAL Cemetery	8,577	12,950	11,970	12,375
Fairs:				
Attendant	-	-	-	-
Closure	-	1,500	-	500
Clean up	-	-	-	-
TOTAL Fairs	-	1,500	-	500
Market Sq:				
Attendant	5,617	9,250	8,750	9,250
Floral displays	3,728	4,250	3,728	4,250
Christmas displays	1,345	15,000	13,000	13,000
Statue clean	-	2,500	2,500	-
Rates	3,112	4,000	4,000	4,000
Shed rent	800	1,200	1,200	1,200
Market Sq-Other	-	500	-	500
TOTAL Market Sq	14,602	36,700	33,178	32,200

	2016/2017 Actual YTD £	2016/2017 Budget £	2016/2017 Forecast £	2017/2018 Estimate £
Street Furniture (includes bus shelters)	3,084	1,000	4,500	5,000
Salt bins	-	1,000	500	1,000
VC Forecourt wages	3,789	5,750	6,300	6,300
VC Forecourt mtce	135	10,000	10,000	1,000
Weedkilling	953	660	953	1,000
Other	-	500	-	500
	7,961	18,910	22,253	14,800
Play Areas:				
Grasscutting	550	700	700	735
Maintenance	18		18	50
Play Areas-Other	288		288	500
TOTAL Play Areas	856	700	1,006	1,285
Projects:				
Alfred's Bath	-	1,000	1,000	1,000
Other	-	1,000	1,000	1,000
	-	1,000	1,000	1,000
TOTAL Expenditure	38,841	78,680	77,618	69,465
TOTAL INCOME - EXPENSES	(19,770)	(50,480)	(50,458)	(42,640)

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PLANNING COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2016/2017 Actual YTD £	2016/2017 Budget £	2016/2017 Forecast £	2017/2018 Estimate £
EXPENSES				
Neighbourhood Plan				
Town centre strategy	-	-	-	-
Draft consultation	-	-	-	-
Pre sub consultation	-	-	-	-
Consultations	338	5,000	5,000	-
RCOH	-	2,500	3,000	-
Deputy Clerk support	-	1,013	513	-
Contingency	-	-	-	-
	<u>338</u>	<u>8,513</u>	<u>8,513</u>	<u>-</u>
Traffic Calming Measures				
Speed checks	-	-	100	500
VAS	-	-	-	-
	<u>338</u>	<u>8,513</u>	<u>8,613</u>	<u>500</u>
TOTAL Expenditure	338	8,513	8,613	500

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PROMOTION, COMMUNICATION AND EVENTS COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2016/2017 Actual YTD £	2016/2017 Budget £	2016/2017 Forecast £	2017/2018 Estimate £
EXPENSES				
PC&E:				
Alfred's Day	-	5,000	-	-
Armed Forces Day	127	-	127	10,000
Events - Queen's Birthday	4,254	5,000	4,800	-
Town Flags	3	500	3	500
Volunteers' Reception	714	-	1,500	1,500
Website	899	-	1,250	600
Other	-	500	500	500
TOTAL PC&E	5,997	11,000	8,180	13,100
TOTAL EXPENDITURE PC&E	5,997	11,000	8,180	13,100

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

	2016/17 Actual YTD £	2016/17 Budget £	2016/17 Forecast £	2017/18 Estimate £
PM&F EXPENSES				
Grants:				
Community Group support re CH	500	500	500	500
Donations	5,083	10,000	7,800	10,000
Dickensian Evening	500	-	500	500
IAC	9,500	9,500	9,500	10,000
JEF/Town Team	1,000	1,000	1,000	1,000
Sweatbox	-	10,000	10,000	10,500
Letcombe Brook project	7,000	7,000	7,000	7,000
Museum	14,250	19,000	19,000	19,000
VIP/TIC	4,763	6,350	6,350	6,350
October Club	1,500	1,500	1,500	1,500
Twining	-	-	-	-
South & Vale Carers	2,000	2,000	2,000	2,000
Summer Festival	1,500	1,700	1,500	1,500
Wantage Silver Band	1,928	-	1,928	-
Wantage Counselling	1,500	1,500	1,500	1,500
TOTAL Grants	51,024	70,050	70,078	71,350
STAFF COSTS				
Salaries:				
Salary Admin	540	1,000	1,000	1,000
Salaries-Other	43,345	67,350	67,350	69,000
TOTAL Salaries	43,885	68,350	68,350	70,000
Staff Training	65	500	150	500
Total Staff Costs	43,950	68,850	68,500	70,500
OFFICE COSTS				
Office Mtce:				
Rates and utilities	-	-	-	-
Office Mtce-Other	-	2,250	2,500	2,250
TOTAL Office Mtce	-	2,250	2,500	2,250
Office Admin:				
Photocopier	462	700	800	800
Postage	395	500	500	500
Stationery	849	500	1,000	1,000
Telephone	589	1,000	1,000	1,000
Office Admin-Other	-	100	100	100
	2,295	2,800	3,400	3,400
External Audit	600	600	850	850
Internal Audit	1,128	1,128	1,128	1,200
Bank Chrg	195	400	400	400
Clerk's Exps	-	100	100	100
Computers	-	500	500	500
Total Office Costs	4,218	7,778	8,878	8,700
Health & Safety	-	-	-	-
Insurance	2,972	3,150	2,972	3,250
Mayor's Chain/badges	1,460	2,000	1,750	-
Mayor's Exps	2,650	2,650	2,650	2,700
Civic Visits	1,734	2,500	1,734	1,500
Mably anniversary	-	2,500	-	-
Election	-	3,000	3,000	3,000
Freedom of Town	-	1,500	-	1,500
Subscriptions	1,678	1,800	1,678	1,750
Sundry	150	500	500	500
	10,644	19,600	14,284	14,200
HEALTH SUB-COMMITTEE	-	-	1,500	-
YOUTH TOWN COUNCIL	389	5,000	5,000	5,000
TOTAL PM&F	110,225	171,278	168,240	169,750