

**MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE, ON
MONDAY, 7 DECEMBER 2015, AT 7.30 P.M.**

- Present: Councillor C S Dickson (Town Mayor)
Councillors Mrs C E C Dickson, Miss K Gill, E C Goldsmith,
J Goodman, Mrs M Gradwell, Mrs J T Hannaby, K A Harris,
W Jones, B Mabbett, C McCarthy, Mrs J E Nunn-Price, Mrs J
Reynolds, Major J Sibbald and S Trinder.
- Others present: Mrs J Maberley (Chairman of the Neighbourhood Plan Steering
Group)
B Armitage, T Gilhome and G Wilkin (Members of Neighbourhood
Plan Working Groups), (up to item 45)
- Clerk: Mr W P Falkenau.

Apologies for Absence

Apologies for absence were received from Councillor P O'Leary and County
Councillor Mrs Z Patrick.

Declarations of Disclosable Pecuniary Interests

None.

Minutes of Council Meeting held on 23 November 2015

Councillor Jones had not attended the meeting and his name was deleted from the list
of councillors present. The minutes, as amended, were approved and signed.

42. Statements and Questions from the Public

None.

**45. To approve in principle changes to be made, following the public consultation, to
the Pre-Submission Neighbourhood Plan and to give delegated authority to the
Chairman of the Planning Committee and the Clerk, in consultation with the
Neighbourhood Plan Steering Group to approve the updated Plan document to
be submitted to the District Council. (item taken out of order)**

The Neighbourhood Plan Steering Group had met on 30 November. The minutes of
the meeting detailed actions and changes to be made to the Plan following the public
consultation. A Plan incorporating changes had been distributed to councillors by
email on 4 December. Some changes were yet to be made to the maps. Clarification
concerning a possible conflict between Policy 4 and policy CP29 in the emerging
Local Plan was being sought from Mr Maxted of the District Council.

ON THE PROPOSITION of Councillor Mabbett

SECONDED BY Councillor Mrs Reynolds

IT WAS UNANIMOUSLY RESOLVED that, subject to further changes arising from
the above, that the updated Plan be approved and that this be submitted to the District
Council.

The Council thanked Mrs Maberley for all her work and efforts in bringing the
Neighbourhood Plan production process to this stage.

The Neighbourhood Plan document included a section "6. Implementation –
Infrastructure Projects" that covered a range of projects that the Town Council
aspired to seek to progress over the Plan period.

**MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE, ON
MONDAY, 7 DECEMBER 2015, AT 7.30 P.M.**

Mr Gilhorne, Chairman of the Town Centre, Businesses, Economy and Technology working group, gave a presentation on a suggested scheme for a staged implementation of pedestrianisation in the Market Place. It was agreed that this be referred to the Planning and Environmental committees for their consideration.

Action: Clerk

Mr Gilhorne was thanked for his presentation and the members of the working groups left the meeting.

43. To consider budgets and setting of precept for 2016/17

The Clerk had prepared financial statements based upon the input from committees. These indicated that if income and expenditure were to proceed as detailed and the precept was unchanged, there would be a deficit in 2016/17 in the region of £70,000. The reserves would fall to just over £120,000. In the years before 2011, the Town Council had built up reserves of £131,500 for Market Place pedestrianisation, but this had been transferred to community support when the pedestrianisation scheme was abandoned. There had been a measured reduction in project reserves in the following years. It was also noted that the Council Tax rate for Wantage was between a half to a third of the rates for Grove, Abingdon and Faringdon. Given the implementation aspirations in the Neighbourhood Plan, and the cut backs in local services proposed by the County Council, there was a view that it would be inappropriate to approve a deficit and a reduction in reserve levels.

ON THE PROPOSITION of Councillor Mrs Nunn-Price
SECONDED BY Councillor Jones

IT WAS MOVED that the precept for 2016/17 be increased by £70,000 to £230,500.

ON THE PROPOSITION of Councillor Mrs Reynolds
SECONDED BY Councillor Harris

IT WAS MOVED that the proposition be amended to increase the precept by 100% to £321,000.

In a recorded vote the amended proposition was approved, 10 in favour, 3 against, with two abstentions. Those against were Councillors Goldsmith, Mrs Hannaby and Major Sibbald. Those abstaining were Councillors Mrs Gradwell and Mrs Nunn-Price.

The Clerk was to update the financial statements to reflect the approved precept, and the following changes (see attached):

- Duplication of statue clean of £2,500 to be corrected
- Donation attributed to KA's Academy to be changed to Sweatbox
- Budget of £2,500 to celebrate the 25th anniversary of twinning with Mably to be included.

44. To consider the email from the Oxfordshire Association of Local Councils dated 1 December concerning audit arrangements for smaller councils

From the beginning of the financial year 2017-8 smaller authorities will be responsible for appointing their own external auditor. The Town Council can choose to have an auditor appointed for it by the new sector led body which has been set up by NALC with SLCC and the Association of Drainage Authorities or it can choose to appoint its own auditor. The NALC were seeking a commitment to opt in by 31 January 2016.

MINUTES OF THE MEETING OF THE WANTAGE TOWN COUNCIL
HELD IN THE BEACON, PORTWAY, WANTAGE, ON
MONDAY, 7 DECEMBER 2015, AT 7.30 P.M.

It was felt that there was insufficient information for the Council to make a decision.
The Clerk was to seek more information. **Action: Clerk**

46. Town Mayor's communications

The Dickensian Evening the previous Friday had been a great success. The Town Mayor reminded councillors of the Carol service to be held in the parish church at 7.00 pm on the Wednesday and the Carol singing in the Market Square at 6.30 p.m. on Christmas Eve.

He wished everyone a happy Christmas.

The meeting closed at 8.59 p.m.

WPF

PRECEPT AND RESERVES WORKING SHEET 2016/2017

	£	2015/16 Budget £
1. GENERAL RESERVES MOVEMENT		
Balance of General Reserves 31 March 2015	152,162	141,758
Precept 2015/16	160,500	160,500
CTR Grant	7,176	7,176
Neighbourhood Plan grants	0	0
Bank Interest forecast/budget	0	500
Total funds available	<u>319,838</u>	<u>309,934</u>
Forecast Committee Expenditure 2016/16		
Environmental	(27,568)	(31,865)
Recreation and Amenities	(14,587)	(10,150)
Planning - Neighbourhood Plan	(15,987)	(24,500)
Promotion and Communication	(3,125)	(7,500)
Policy, Management and Finance	(152,553)	(160,732)
Total Forecast Committee Expenditure	<u>(213,820)</u>	<u>(234,747)</u>
Transfers to/from Capital and Project Reserves 2015/16		
Cemetery		
Community support		
Balance of General Reserves 31 March 2016	<u>106,018</u>	<u>75,187</u>
Balance of Capital and Project Reserves 31 March 2016	86,124	76,124
Estimate Committee Expenditure 2016/17		
Environmental	(41,830)	
Recreation and Amenities	(8,650)	
Planning - Neighbourhood Plan	(8,513)	
Promotion and Communication	(11,000)	
Policy, Management and Finance	(166,278)	
Total Estimate Committee Expenditure	<u>(236,271)</u>	
Transfers to/from Capital and Project Reserves 2016/17	(90,000)	
Bank Interest	0	
CTR Grant	4,556	
Precept 2016/17		
As 2015/16	160,500	
Replace reduction in DC contribution	2,415	
Addition to hold community charge at current level	0	
Additional demands	158,085	
	<u>321,000</u>	
Balance of General Reserves 31 March 2017	<u>105,303</u>	

2. CAPITAL AND PROJECT RESERVE

	Balance b/f 1.4.2015 £	Additions/ (Reductions) 2015-16 £	Additions/ (Reductions) 2016-17	Balance at 31.3.2017 £
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
Total	<u>86,124</u>	<u>0</u>		<u>176,124</u>

ENVIRONMENTAL COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2015/2016 Actual YTD £	2015/2016 Budget £	2015/2016 Forecast £	2016/2017 Estimate £
INCOME				
Environmental:				
Fair Tolls	3,150	5,040	4,200	4,200
Market Tolls	9,523	13,500	14,250	14,250
Misc				
Parking Fines	940	1,200	940	-
Grants and provisions				
VC Forecourt	72	50	72	50
TOTAL Environmental	13,685	19,790	19,462	18,500
EXPENSES				
Environmental:				
Car Park MP:				
Attendant	1,031	1,230	1,031	-
Rates	2,894	3,250	3,220	3,220
Car Park MP-Other				
TOTAL Car Park MP	3,925	4,480	4,251	3,220
Fairs:				
Attendant		-		
Closure	1,424	2,475	1,424	1,500
Clean up				
TOTAL Fairs	1,424	2,475	1,424	1,500
Market Sq:				
Attendant	5,433	10,000	9,000	9,250
Contractor	600	900	600	-
CCTV Mtce	-	-	-	-
Floral displays	3,928	4,000	3,928	4,250
Christmas displays	7,574	15,000	13,750	15,000
Statue clean	-	-	-	2,500
Rates	3,476	4,500	4,000	4,000
Shed rent	900	1,200	1,200	1,200
Market Sq-Other	50	500	200	500
TOTAL Market Sq	21,961	36,100	32,678	36,700
Maintenance				
Street Furniture (includes bus shelters)				
Salt bins	1,357	1,000	2,357	1,000
VC Forecourt wages	-	1,000	250	1,000
VC Forecourt mtce	3,737	5,600	5,600	5,750
Weedkilling	-	500	-	10,000
Env-Other	-	-	220	660
	-	500	250	500
	5,094	8,600	8,677	18,910
TOTAL Expenditure	32,404	51,655	47,030	60,330
TOTAL INCOME - EXPENSES	(18,719)	(31,865)	(27,568)	(41,830)

RECREATION AND AMENITIES COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2015/2016 Actual YTD £	2015/2016 Budget £	2015/2016 Forecast £	2016/2017 Estimate £
INCOME				
R&AC:				
Allotments	3,496	3,750	3,496	3,700
Cemetery	4,097	5,000	6,000	6,000
TOTAL R&AC	7,593	8,750	9,496	9,700
EXPENSES				
R&A:				
Allotment:				
Maintenance	302	1,589	1,052	1,039
Clearance	1,010	500	1,750	1,000
Health & Safety				
Water	787	1,000	1,000	1,000
Rent	661	661	661	661
Administration				
Allotment-Other				
TOTAL Allotment	2,760	3,750	4,463	3,700
Cemetery:				
Cemetery hedge			2,000	-
Cleaning	1,380	3,000	3,000	3,000
Grasscutting	5,850	6,500	6,500	6,500
Maintenance	705	1,500	1,500	1,500
Rates	440	650	650	650
Tree maintenance	-	1,000	-	1,000
Entrance works	2,100	-	2,100	-
Sgt Green's Hut			2,500	-
Cemetery-Other	290	250	290	300
TOTAL Cemetery	10,765	12,900	18,540	12,950
Play Areas:				
Charlton maintenance				
Grasscutting	600	750	700	700
Maintenance))	
Health & Safety))	
Play Areas-Other))	
TOTAL Play Areas	600	750	700	700
Projects:				
Alfred's Bath	380	1,500	380	1,000
Tree survey				
Other				
	380	1,500	380	1,000
TOTAL EXPENDITURE R&A	14,505	18,900	24,083	18,350
TOTAL INCOME - EXPENSES	(6,912)	(10,150)	(14,587)	(8,650)

PLANNING COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES WORKSHEET

	2015/2016 Actual YTD £	2015/2016 Budget £	2015/2016 Forecast £	2016/2017 Estimate £
EXPENSES				
Neighbourhood Plan		24,500		
Town centre strategy	1,000		1,000	-
Draft consultation	3,577		3,577	-
Pre sub consultation	3,723		4,000	-
Consultations			-	5,000
RCOH	1,290		2,290	2,500
Deputy Clerk support	5,120		5,120	1,013
Contingency			-	
TOTAL Expenditure	14,710	24,500	15,987	8,513

wpf 07/12/15

PROMOTION AND COMMUNICATION COMMITTEE - FINANCIAL STATEMENT AND ESTIMATES

	2015/2016 Actual YTD £	2015/2016 Budget £	2015/2016 Forecast £	2016/2017 Estimate £
EXPENSES				
P&C:				
Alfred's Day	-	5,000	-	5,000
Events - Queen's Birthday	-	2,000	-	5,000
Town Flags	143	500	143	500
Town entry signs	2,744	-	2,744	-
Other	238		238	500
TOTAL P&C	3,125	7,500	3,125	11,000
TOTAL EXPENDITURE P&C	3,125	7,500	3,125	11,000

wpf 7 Dec 15

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

	2015/16 Actual YTD £	2015/16 Budget £	2015/16 Forecast £	2016/17 Estimate £
PM&F				
EXPENSES				
Grants:				
Community Group support re CH	500	500	500	500
Donations	4,225	10,000	10,000	10,000
Dickensian Evening	-	-	-	-
IAC	9,500	9,500	9,500	9,500
JEF/Town Team	1,000	1,000	1,000	1,000
Sweatbox	10,000	10,000	10,000	10,000
Letcombe Brook project	6,124	6,124	6,124	7,000
Museum	14,250	19,000	19,000	19,000
VIP/TIC	4,762	6,350	6,350	6,350
October Club	1,500	1,500	1,500	1,500
Twining	-	750	-	-
South & Vale Carers	-	-	-	2,000
Summer Festival	-	-	-	1,700
Wantage Counselling	1,500	1,500	1,500	1,500
TOTAL Grants	53,361	66,224	65,474	70,050
STAFF COSTS				
Salaries:				
Salary Admin	630	800	950	1,000
Salaries-Other	42,060	65,650	64,060	67,350
TOTAL Salaries	42,690	66,450	65,010	68,350
Staff Training	110	500	250	500
Total Staff Costs	42,800	66,950	65,260	68,850
OFFICE COSTS				
Office Mtce:				
Rates and utilities	-	3,200	2,250	2,250
Office Mtce-Other	-	3,200	2,250	2,250
TOTAL Office Mtce	-	3,200	2,250	2,250
Office Admin:				
Photocopier	490	700	700	700
Postage	312	750	500	500
Stationery	253	1,000	500	500
Telephone	535	1,000	1,000	1,000
Office Admin-Other	-	100	100	100
	1,590	3,550	2,800	2,800
External Audit	600	600	600	600
Internal Audit	1,128	1,308	1,128	1,128
Bank Chrg	199	400	400	400
Clerk's Exps	-	100	100	100
Computers	465	500	500	500
Total Office Costs	3,982	9,658	7,778	7,778
Health & Safety				
Insurance	3,136	3,150	3,136	3,150
Mayor's Chain/badges	-	600	-	2,000
Mayor's Exps	2,650	2,650	2,650	2,650
Civic Visits	-	2,000	-	2,500
Mably anniversary	-	-	-	2,500
Election	-	5,000	5,989	3,000
Freedom of Town	-	1,500	-	1,500
Subscriptions	1,766	1,800	1,766	1,800
Sundry	96	1,200	500	500
	7,648	17,900	14,041	19,600
TOTAL PM&F	107,791	160,732	152,553	166,278