

Minutes of the Finance & General Purposes Committee held on 9th March 2010 at the Old Abbey House, Abingdon.

Present:

Councillor Peter Fulk	- Chair of Amenities & Recreation Committee
Councillor Jim Halliday	
Councillor Angela Lawrence	
Councillor Lesley Legge	
Councillor Patrick Lonergan	- Chair of Best Value Sub Committee
Councillor Julie Mayhew-Archer	- Chair of Museum Management Committee
Councillor Martin Smith	- Chair of Planning & Highways Committee

In attendance:

Councillor Jan Morter	- Chair, Grants Sub-Committee
Mr Nigel Warner	- Town Clerk
Mr Steve Rich	- Projects and Technical Manager

109 **Apologies**

Apologies were received from the Mayor of Abingdon, Cllr Patricia Hobby and Councillor Alison Rooke.

110 **Declarations of interest**

Councillors Jim Halliday, Angela Lawrence, Patrick Lonergan and Julie Mayhew-Archer all declared personal interests in any matters relating to the Vale of White Horse District Council as elected Members of that Council, specifically to the item in relation to the twinning grant from the District Council (minute 113/100) and the Guildhall on the confidential agenda. Councillor Angela Lawrence considered her interest in relation to the twinning grant from the District Council (minute 113/100) and the Guildhall on the confidential agenda to be prejudicial interests, as a Member of the District Council's Executive Committee.

Councillor Angela Lawrence declared a personal and prejudicial interest in the grant application relating to the Rotary Club of Abingdon as the Treasurer of the Rotary Club of Abingdon is a family friend. Mr Nigel Warner, the Town Clerk, declared a personal and prejudicial interest in this application as a member of the Rotary Club of Abingdon (minute 111).

Councillor Lesley Legge declared a personal and prejudicial interest in the grant application from the Abingdon Traditional Morris Dancers as her husband is a member of Abingdon Traditional Morris Dancers (minute 111).

Councillors Peter Fulk, Jim Halliday, Angela Lawrence, Lesley Legge, Patrick Lonergan, Julie Mayhew-Archer and Martin Smith declared personal interests in relation to the matter of Member's Allowances (minute 122). A dispensation under the code of conduct exists for this item to allow the Council to deal with this matter.

111 **Grants Sub-Committee Meeting**

The Committee received and considered the report of the Grants Sub-committee which took place on 23rd February 2010 and the recommendations contained therein.

Councillor Jan Morter was in attendance for this part of the meeting and presented the recommendations of the sub-Committee.

It was **resolved** that the following grants be awarded:

Name of Applicant	Reason for the grant application	Grant awarded and notes
Art From The Heart	Art Workshops in Abingdon Library.	£500
Rotary Club of Abingdon	Room hire Roysse room for meetings.	£100 (note 1)
W R V S Darby & Joan Club	Club for elderly persons	£300
Abbey Brass	Increase number of outdoor events.	£500
Poppy Bensberg	County Badminton Tournament.	£50 .Subject to sharing skills on return and to submit a report on the tournament .
Cfn Kwame Hinson	Army Referee Association Tournament.	Outside the criteria as not a resident of the town or of direct benefit to Abingdon

resolved that the following twinning grants be allocated:

Abingdon Traditional Morris Dancers	To dance in St Niklaas.	£300 (note 2)
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Note 1: Councillor Angela Lawrence declared a personal and prejudicial interest in this application as the Treasurer of the Rotary Club of Abingdon is a family friend. Mr Nigel Warner, the Town Clerk, declared a personal and prejudicial interest in this application as a member of the Rotary Club of Abingdon; he was not aware of the application being made until it had been received. Both Cllr Lawrence and Mr Warner left the meeting while this application was discussed.

Note 2: Councillor Lesley Legge declared a personal and prejudicial interest in this application as her husband is a member of Abingdon Traditional Morris Dancers and left the meeting while this application was discussed.

112 **Minutes**

Resolved: *that the minutes of the Finance and General Purposes Committee meetings held on 5th and 12th January 2010 be approved as a correct record.*

113 **Matters Arising**

Minute 96: Grants Sub-Committee: The Town Clerk confirmed that Sue Ryder Homes had been contacted regarding the queries raised on their application but as yet there was no response to report. Members requested that minutes of the Grants Sub-Committee be produced for the following meeting of the Sub-Committee so that progress on such matters could be monitored.

Minute 100: Twinning Grant: The Town Clerk reported that he had written to the District Council to express the Council's dissatisfaction in reducing the twinning grant for 2009/10 from £2,500 to £2,000. The District Council had responded and confirmed their decision. Members expressed disappointment that the grant had been cut, particularly as it was subject to a Service Level Agreement and the grant was used to employ a member of staff. It was **resolved** that the Town Clerk write to the District Council asking them to reconsider their decision.

Councillors Jim Halliday, Angela Lawrence, Patrick Lonergan and Julie Mayhew-Archer a personal interest the item in relation to the twinning grant from the District Council as elected Members of the Vale of White Horse District Council Councillor Angela Lawrence considered her interest in relation to the twinning grant to be a prejudicial interest, as a Member of the District Council's Executive Committee and left the meeting during discussion of this item.

114 **Matters Referred from Other Committees**

Cycle and Pedestrian Working Party – 22nd January 2010. Members received and considered the report of Town Clerk in relation to the above. It had been recommended by the Working Party *“that a new cycle map be produced as soon as possible and that the Town Clerk be requested to identify where funding could come from in the Town Council's accounts so that a proposal could be put to the Council's Finance and General Purposes Committee. It was suggested that the Council should also look to see if it could identify any grants available from other sources such as from Sustrans.”*

It was reported that as yet there were no sources of grants identified. The Town Clerk suggested that should the Council wish to proceed a sum of £2,000 could be transferred from the earmarked from the Community Safety reserve, the balance on this account being £3,700. The Committee **resolved** accordingly. The Town Clerk also undertook to look at how best this work could be progressed urgently within the Council's busy project plans for the year.

115 **Fisheries Sub-Committee Meeting**

The Committee received and considered the minutes of the meeting of the Fisheries Sub-committee which took place on 2nd February 2010 and the recommendations contained therein.

Members requested that minute 17 (matters arising) be chased up as soon as possible. In relation to minute 18 the Town Clerk reported that the water keeper is covered under the Council's insurance policy for public liability and also personal accident (as a volunteer). Members requested that the issue in relation to minute 24 (public liability insurance for club matches) be re-examined by the Deputy Town Clerk, with authority delegated to expedite this matter as appropriate.

Councillor Peter Fulk requested that the issue of signage to delineate the boundaries of the fisheries be looked at.

With regard to the booking letter to Clubs appended to the minutes, Councillor Jim Halliday requested that the draft be checked through before sending out. It was also suggested that acceptance of the terms of the booking be obtained by sending out two copies of the letter, with a statement at the bottom of the letters to be signed and returned.

With regard to the proposed fees and charges, Councillor Halliday requested that these be included in a concise summary, to include definitions of age ranges for juniors and senior citizens, and that this be brought to a future meeting, for approval prior to the commencement of the next fishing season.

Resolved: *that subject to the above, the minutes of the meeting of the Fisheries Sub-committee which took place on 2nd February 2010 be approved.*

116 **Environmental Impacts Working Party**

The Committee received and considered the minutes of the meetings of the Environmental Impacts Working Party which took place on 7th September 2009 and 8th February 2010.

Resolved: *that the minutes of the meetings of the Environmental Impacts Working Party which took place on 7th September 2009 and 8th February 2010 be approved.*

117 **Guildhall Working Party**

The Committee received and considered the minutes of the meeting of the Guildhall Working Party which took place on 15th January and 5th February 2010.

A Member stated that in looking at the detail of the work the Council should retain a clear view of what it is looking to achieve strategically.

Resolved: *that the minutes of the meeting of the Guildhall Working Party which took place on 15th January and 5th February 2010 be approved.*

118 **Town Crier Editorial Working Party**

The Committee received and considered the minutes of the meeting of the Town Crier Editorial Working Party which took place on 27th November 2009.

Councillor Julie Mayhew-Archer reminded Members that the Town Crier would be moving to four editions this coming year. She also requested that Members give some thought to articles they could contribute to the publication.

Resolved: *that the minutes of the meeting of the Town Crier Editorial Working Party which took place on 27th November 2009 be approved.*

119 **Joint Environmental Trust**

It was noted that the Council is represented on the above body and minutes of the meetings are circulated to all Members so they are kept up to date with developments.

Resolved: *that the minutes of the meetings of the JET of 23rd October 2009 be noted.*

120 **Choose Abingdon Partnership Board**

It was noted that the Council is represented on the above body and minutes of the meetings are circulated to all Members so they are kept up to date with developments.

Councillor Lesley Legge updated the Committee on recent activities of the Board including the developments regarding the Partnership, the Chamber of Commerce and the new Abingdon Business Alliance. The Partnership had been formed with the assistance of business including the Chamber of Commerce. Whilst it was considered to be preferable for local businesses to be represented by one organisation she stated that the Council would work with all properly constituted and representative groups which were working for the benefit of the town. The Partnership was also looking at how it could work with larger businesses.

A number of actions were ongoing and Councillor Legge drew attention to the provision of new town maps, the production of a town diary (included in this issue of Round and About) and the posters in the shop windows. The Partnership Officer had also worked with the craft fair provider to bring this back to the Abbey Buildings in April, and to promote a number of other events that weekend.

Councillor Jim Halliday strongly supported the production of a newsletter particularly to update to all those who attended the partnership launch. He felt this needed to be done soon so as to maintain interest in the partnership. He also asked that the Council see copy of this before it goes out.

In relation to the proposed website, Councillor Patrick Lonergan stated that minute 3 of 11th January 2010 it is stated that a “website company has still to be appointed.” He suggested that the Council give the Partnership details of its website provider as this provided a straightforward and cost-effective solution they may wish to consider.

The Committee agreed and **resolved** that the comments in the preceding two paragraphs be passed on to the Partnership Manager.

Resolved: *that the minutes of the Members are requested to note the minutes of the Choose Abingdon Partnership Board meetings of 10th December 2009 and 11th January 2010 be noted.*

121 **Schedule of Accounts**

The Committee received and considered that the Schedule of Payments for 1st December 2009 to 31st January 2010 as circulated with the agenda.

In relation to payment 14952 in the sum of £344.63 the Town Clerk stated that this was in relation to part for play equipment and that the payee was Barclays Bank as the play equipment company had factored their debts.

Resolved that the Committee approve the Schedule of Payments for the period 1st December 2009 to 31st January 2010.

122 **Financial and Performance Monitoring and General Report of the Town Clerk/ Responsible Financial Officer (the general report including External and Internal Audit, Members' Allowances, banking arrangements, proposed Member/ Officer protocol, Civic Matters and Armed Forces' Day)**

Councillors Peter Fulk, Jim Halliday, Angela Lawrence, Lesley Legge, Patrick Lonergan, Julie Mayhew-Archer and Martin Smith declared personal interests in relation to the matter of Member's Allowances. A dispensation under the code of conduct exists for this item to allow the Council to deal with this matter.

Members received and considered the report of the Town Clerk relating to the above, as circulated with the agenda.

This report incorporated the summary of income and expenditure for the year to date and details of known variances. The Committee had examined the detailed budgets as part of the budget cycle and an up to date copy of the detailed report had been provided to the Chair and was available on request. A written commentary on budget variances would be provided for the next meeting. This would also include recommendations in relation to the rollover of any unspent funds from the current year's budget into 2010/11, an update on key objectives for 2009/10 and a list of the key objectives for 2011/12, as set during the budget process.

External audit: It was noted that the audit would take place over two separate weeks from April to August. Members noted that due to the timescales involved in producing the accounts, it was unlikely that the Council's accounts would be ready for consideration at the June Council meeting (23rd June 2010). It was therefore **recommended** that authority be delegated to the Finance and General Purposes Committee to approve the accounts for 2009/2010 and that a special meeting be held on Tuesday 29th June for this purpose.

The auditor has to issue an Annual Governance Report and Action Plan in time for it to be considered by the Council by 30th September each year. With Finance and General Purposes Committee scheduled for 7th September and Council for 22nd September experience suggests it may be prudent to schedule either a Special Finance and General Purposes Committee meeting on Tuesday 28th September so that they are approved before the end of the month. It was therefore **recommended** that authority be delegated to the Finance and General Purposes Committee to approve the Annual Governance Report and Action Plan relating to the 2009/10 audit.

Internal audit: The Committee received and considered the Internal audit report for 2009/10 (interim update February 2010). Members agreed that the Town Clerk draft recommended responses to the report, for consideration at the next meeting. Members requested that the salary payment issue (October 2009), which was subject to ongoing discussion with the payroll provider, be clarified.

Members' allowances: It was noted that the Council has set aside a sum within its budget to enable allowances to be paid to members and the Committee was

requested to recommend approval of the Members Allowance for the 2010/11 financial year. The local remuneration panel had previously recommended that the basic allowance for Abingdon Town Councillors should be based on 20% of the District Council basic allowance. Following a recent review of District Council allowances, the remuneration panel had recommended that from the 1st April 2010 the District basic allowance be £3,829. If the Town Council wished to continue to pay the members' basic allowance at the rate of 20% of the District Council basic allowance then the Members' Allowance for 2010/11 would be £765.80. It had been increased for 2010/11 by the same percentage as the National Joint Council for Local Government Services pay settlement for 2009/10.

Members considered the matter of travel and subsistence allowances, which are payable for approved duties outside the parish. In the current scheme these are listed by meeting/ event although it was noted that as payment of these expenses related to approved duties it was open to the Council at any time in the future to amend the duties which were covered by these allowances. Members felt this needed to be considered in more detail; such a list meant there was no ambiguity as to what duties were covered, but such a list could be unduly prescriptive.

It was noted that the only other allowance paid was the Mayor's Allowance, which was given to cover some of the substantial expenditure involved in performing this public office; the Council does not have the power to pay an allowance to the Deputy Mayor but by local arrangement the Mayor allocates a sum of £200 per year from their allowance as a contribution towards the expenses of the Deputy Mayor.

Recommended:

- a. *that in accordance with the Local Authorities (Members' Allowances)(England) Regulations 2003 (as amended) the allowance for Town Council members for the year commencing 1st April 2010 be set at £765.80 per annum.*
- b. *That the matter of travelling and subsistence allowances be considered at a future meeting at the Finance and General Purposes Committee but that in the interim, the existing scheme for payment of such allowances be continued.*
- c. *that in accordance with the Local Government Act 1972 Sections 15 (5) and 34 (5) the Mayor's Allowance for 2010/11 be set at £3,160 noting that it is customary for the Mayor to allocates a sum of £200 from their allowance as a contribution towards the expenses of the Deputy Mayor.*

Banking arrangements

The Town Clerk stated that there were approximately three months of printed cheques left and that as previously agreed now would be a good time to put the Council's banking arrangements out to tender, this to include an exploration of areas such as computer banking, subject to the regulations governing banking arrangements for parish Councils.

Resolved: *that the Town Clerk put the Council's current account banking arrangements out to tender and that authority be delegated to the Town Clerk, in consultation with the Chair of this Committee, to place a new contract of up to three years.*

Member- Officer protocol

Members received and considered the above document, copy of which was included in the agenda for the January meeting.

Recommended: *that the above protocol be adopted by the Council.*

Armed Forces' Day

Cllr Peter Fulk reported that Armed Forces Day is due to be held at Dalton Barracks on Saturday 3rd July 2010. Cllr Fulk, Cllr Tim Oates and the Projects and Technical Manager had met with the Army earlier that day to talk about arrangements for the event. The Army had already undertaken some preparatory work and the Town Council had contacted Mr Bill Rennells, who had agreed to act as Master of Ceremonies on the day. In terms of what the Town Council would bring to the event, this would include site security, public address system, publicity, press releases, a banner in the Market Place and a search for additional attractions. It had been agreed that the event in 2009 had been a very successful and enjoyable one but that it would benefit from more people attending. It was noted that the Army had stated that they wish publicity to be focussed on Abingdon and the immediate area. The Town Council would also be looking into the possibility of Ministry of Defence and County Council grants.

The Town Council would be looking to work with the Chairman of the District Council as they did successfully last year. Cllr Alison Rooke, in her role as a Town Councillor, had indicated her willingness to assist with the small working group organising this event. It was noted that the Town Council's expenses for this event would come from its Civic Budget.

Resolved: *that the report on the arrangements for Armed Forces' Day be noted and approved, and that the Town Council work with the Army in delivering this event from the budget set aside within the Civic Budget.*

123 **Market Place**

Members received and considered the report of the Deputy Town Clerk relating to the above, as circulated with the agenda. It was noted that a programme of Market Place events for 2010 is now in place with the first event (French Market) starting in March and the last (Christmas Fair) in December. The programme can be viewed at www.abingdon.gov.uk under Market Place events. The roundabout is a feature of the Market Place on Saturdays, Farmers' Market days and school holidays. The Market Place also has an alcohol licence granted last year.

Members wished to minute their thanks to the Deputy Town Clerk for her work in taking forward the development of the events, the roundabout and the alcohol licence for the Farmers' market.

Resolved: *that the report be noted.*

124 **Abingdon Town Calendar**

Members received and considered the report of the Deputy Town Clerk relating to the above, as circulated with the agenda.

The Deputy Town Clerk had been speaking with Local Authority Publishing (LAP) regarding the publication of an official Abingdon Town Council calendar for Abingdon printed in full colour and at no cost to the Town Council. LAP would produce 5,000 copies which would be supplied free of charge; the Council could purchase extra copies at 50 pence each. The calendar would be good quality, funded by advertising and using environmentally-friendly paper. The calendar would be an ideal tool with which to display some of Abingdon's scenic views, to publish dates of future events and meetings etc and to include useful information. However, in order to get free copies about a third of each calendar month would be used for advertising. The production of the calendar would incur extra work for staff in compiling photographs, event dates/meetings, information, liaising, promotion and distribution of the calendar. It was also suggested that a Working Party be appointed to assist in this work.

Members considered that this idea was worthy of further consideration but before making a decision on this matter a number of points needed to be clarified. It was felt that it was important to have the support of local businesses in pursuing this initiative as it would be those businesses that would be advertising in the publication and assisting with distribution. In addition Members were concerned that the calendar should not cut across and compete directly with any existing local commercial publications. Members would seek assurances from Local Authority Publishing that advertisements within the calendar should be from Abingdon and its surrounding villages.

Resolved that the Council consult with the Choose Abingdon Partnership regarding the suggestion of the Abingdon Town calendar, specifically in relation to the above points, and that a report be brought back to a future meeting of this committee.

125 **Christmas lights improvements 2010-11**

Members received and considered the report of Projects and Technical Manager relating to the above, as circulated with the agenda.

It was reported that on January 27th the Christmas Lights Working Party met with Lamps and Tubes, the supplier and installer of Abingdon's Christmas Lights, to discuss contractual and performance details of the 2009 / 2010 Abingdon Christmas lights display. The Working Party had looked at new display items which were in the Lamps and Tubes "sale " offers for the New Year. This was timely so that the best deal could be struck for the Council.

New lights had been ordered for the Station Yard trees, the Abbey Room windows, East St Helen Street, the Stert Street trees, spheres and drapes for over the street decorations and the tree in the precinct at a cost of £4,188 from the budget set aside for that purpose (£10,000 gross – 2010/11). A quote had now been received in relation to Abingdon Bridge which the Working Party would consider. It was hoped that, if permissions can be gained, two over-street displays would make a reappearance this year in East and West St Helen Streets, being the nativity and Father Christmas displays.

Cllr Angela Lawrence stated that the Christmas Lights in Abingdon were excellent and that it was a pity that some of them could not be displayed for a longer period, perhaps longer into January after Twelfth Night. The Town Clerk stated that the lights were, by tradition, turned off on Twelfth Night although he was aware that the extended Christmas period went through until the 2nd February, which was the day of

Candlemas. The Projects and Technical Manager stated that he would explore with the contractors whether there was a possibility of leaving some suitable lights up for a longer period and if this was possible, the next appropriate course of action would be to consult with the business community through the Choose Abingdon Partnership.

Resolved:

1. *that the additional Christmas lights purchased for 2010 be noted and the actions of the Working Party Approved;*
2. *that authority be delegated to the working party to spend the remaining budget in relation to new Christmas lights;*
3. *that a report be submitted for a future meeting of this Committee regarding the Christmas lights season.*

126 **Major projects 2010-11: Market Place phase 2 and the War Memorial**

Members received and considered the report of Projects and Technical Manager relating to the above, as circulated with the agenda.

It was reported that work had started to draw up designs for the refurbishment of the War Memorial and the redesign of the County Hall precincts, including extending the paved area and installing new street furniture. The War Memorial would be a specialist operation involving dismantling the memorial and moving it within the present site so that it is further away from the underground well chamber, to allow proper foundations to be built. The War Memorial scheme would be subject to planning approval from the District Council. The Projects and Technical Manager stated that he had recently met with the Royal British Legion at a meeting also attended by the Vice Chair of the Committee, Cllr Julie Mayhew-Archer. In considering the matter of the War Memorial the Legion had welcomed the initiative of the Council in improving this area and have been very positive about the plans.

The County Hall precinct work would be the subject of an officer meeting on Monday 15th March 2010. It would be difficult to work up plans until a decision is made by Oxfordshire County Council on the proposed contra-flow cycle lane but the Projects and Technical Manager stated that it is important that we proceed as far as possible and get agreement on materials and furniture to be used, even if the final layout cannot yet be determined.

The Projects and Technical Manager had recommended retaining Adams Habermehl as the Council's architects for this project. The Council had worked successfully with this practice in relation to Market Place phase 1 in delivering a high quality scheme well within budget.

Recommended:

1. *the Finance and General Purposes Committee be the programme committee for both the War Memorial and the Market Place Phase 2 projects;*
2. *that the Council be requested to appoint any members who wish to meet with the Projects and Technical Manager and the Council's retained architect in taking this matter forward noting Cllr Julie Mayhew-Archer's interest in serving on this group;*

3. *that, in accordance with Standing Order 30, Adams Habermehl be requested to submit a cost estimate for taking both the War Memorial and Market Place Phase 2 Schemes from design stage through to completion of works, that the Council officers formally invite them to submit a cost estimate and that delegation be given to the Town Clerk in consultation with the Chair of Finance and General Purposes Committee to approve a contract with Adams Habermehl Environmental Design Partnership;*
4. *that both projects be funded from the Council's pooled property and capital works reserve, with an allocation of £60,000 being made to the War Memorial Project.*

127 **Draft Calendar of Meetings 2010-11**

The draft calendar of meetings for 2010/11, as circulated with the agenda, was considered by Members. The Town Clerk stated that this calendar had been carefully drafted to avoid, as far as possible, clashes with meetings of the District Council, which would otherwise affect dual hatted members, and also to avoid school holidays. Half terms had been avoided but it was not always possible to avoid the longer holidays. It was also noted that Planning Committees take place every three weeks in order to meet Statutory Consultation Deadlines and therefore it was more difficult to avoid the holidays for those meetings.

The Town Clerk reminded members that a number of additional meetings of the Finance and General Purposes Committee had already been provisionally agreed for financial accounts and audit purposes (see Minute 122 above). The Town Clerk stated that he had been in discussion with the Leader of the Town Council regarding the Council's projects for 2010/11. This was clearly going to be a very busy year with major projects in relation to the County Hall Museum, Market Place Phase 2 and the War Memorial. Discussions with the District Council regarding the Guildhall were also ongoing. The Town Clerk and the Leader had come to the conclusion that in order to assist in meeting the Council's objectives it would be necessary to provisionally set a number of additional dates for the Finance and General Purposes Committee so that it could deal with these projects on a timely basis. A number of additional dates were therefore put forward and these would appear in the second draft of the calendar of meetings, for the approval of the Council at its meeting on 25th March 2010.

It should also be noted that a two further meetings of this Committee were agreed for the current Council year, being Tuesday 23rd March at 7 pm and Tuesday 20th April at 8pm.

Recommended: *that the calendar of meetings be approved by the Council (note: this will be a separate agenda item at Council).*

128 **Community Safety**

Members received and considered the Neighbourhood Updates for the Police's "Inner Abingdon Area" for January and February 2010 as previously circulated and as on the Town Council's website.

Resolved: *that this matter be noted.*

Councillor Patrick Lonergan left the meeting following discussion of this item, it being 9 pm.

129 **Exclusion of the public, including the press**

Resolved:

That in accordance with section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted, as summarised below.

- *Confidential Minutes of the Finance & General Purposes Committee held on 5th and 12th January 2010;*
- *Matters arising and matters referred;*
- *Guildhall Working Party;*
- *Abingdon Visitor and Community Information Centre Working Party;*
- *Staffing matters;*
- *Works depot;*
- *Bus shelters.*