

Minutes of the Abingdon Visitor and Community Information Centre Working Party held on Tuesday 20 July 2010 at 5.30pm.

**Present**

Cllr Jim Halliday - Chair  
Cllr Julie Mayhew-Archer - Vice Chair  
Cllr Lesley Legge

**In Attendance**

Mrs Sandra Hill - Deputy Town Clerk

9 **Apologies**

Apologies were received from the Mayor of Abingdon, Cllr Duncan Brown.

10 **Declarations of Interest**

There were no declarations of interest.

11 **Minutes of the Last Meeting**

**Resolved** to sign as a correct and true record the minutes the meeting held on 10 June 2010.

12 **Matters Arising**

**Opening Hours Notices**

**Resolved** that opening hours, accommodation list and Vale emergency telephone number notices, should be displayed on the Committee Room window so the public can have access to basic information when the visitor & community information centre is closed. Action Sandra Hill

**Advertising in Town Centre Bus Shelters**

**Resolved** that town centre bus shelters should be reviewed to establish whether there is room for further posters. Action Sandra Hill

**A3 Desk Pads**

The Deputy Town Clerk presented three quotes for the printing costs of the desk pads.

**Resolved** that

- (i) Abbey Press quote of £275 be accepted.
- (ii) the print proof be presented to a future meeting of the Finance & General Purposes Committee.

13 **Statistic Information**

The Group discussed the tabled statistical information including further data criteria and verification of recording.

**Resolved** that

- (i) the tabled statistical information be noted and received;
- (ii) an extra criteria should be added to record enquiries relevant to the Vale of White Horse District Council;

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- (iii) staff should initial their statistical recording;
- (iv) a report on the staffing arrangements of the Centre should be presented to either a convened meeting of the Personnel Sub-Committee or the next meeting the Finance & General Purposes Committee on 7 September 2010.

### 14 **Date of Next Meeting**

The date of the next meeting would be arranged after the Personnel Sub-Committee or Finance & General Purposes Committee on 7 September 2010.