

**Abingdon-on-Thames Town Council**

**Draft Minutes of the Community Services Committee held on Tuesday  
11th December 2018 at 7.00 pm in the Roysse Room, the Guildhall,  
Abingdon-on-Thames**

**Present:**

Cllr Vicky Jenkins	Chairman
Cllr Andrew Todd	Vice Chairman
Cllr Alice Badcock	
Cllr Monica Lovatt	
Cllr Helen Pighills	

**In Attendance:**

Miss Louise Brown	Administrative Assistant (Clerk to the meeting)
Mr Nigel Warner	Town Clerk
8 Members of the public	

**CS29 Apologies for Absence**

Apologies were received from Cllr Neil Fawcett, Cllr Lorraine Oates and Cllr Margaret Crick (Mayor of Abingdon-on-Thames, ex-officio).

**CS30 Declarations of Interest**

Minute CS32, Matters arising - Cllr Alice Badcock declared a non-pecuniary interest in the grant application in relation to the Abingdon Music Festival Grant on the basis that she had considered a grant application in relation to the Festival in her role as Cabinet Member for Community Services at the Vale of White Horse District Council.

Minute CS36, Grant applications. Cllr Andrew Todd declared a pecuniary interest in the application by Assisted Reading for Children as his wife works in the school that would benefit from this grant. Consequently he left the room during discussion of the application and took no part in the discussion.

**CS31 Minutes**

The Committee received and considered the minutes of the meeting held on 18<sup>th</sup> September 2018.

**Resolved:** that the minutes of the meetings held 18<sup>th</sup> September 2018 be agreed as a correct record and signed by the Chairman.

**CS32 Matters Arising**

Minute CS25: Grant applications

The Committee considered the Grant Application for Abingdon Music Festival brought forward from the September meeting now the information requested had been provided.

**Resolved:** That based on the information provided a grant of £1,000 be awarded to the Abingdon Music Festival (awarded in pursuance of the Council's powers under the Local Government Act 1972, section 145).

Cllrs Vicky Jenkins (Chairman) and Cllr Andrew Todd (Vice-Chairman) in accordance with the powers delegated by the Committee they had visited All Saints Church and reviewed the plans in relation to the WCs. They had authorised the release of the grant agreed by the Committee in the sum of £1,000 (awarded in pursuance of the Council's powers under the Local Government Act 1972, section 133) .

Minute CS26: General report of the Town Clerk – markets

The Town Clerk referred to the approval of occasional markets by the Committee and the powers which were delegated to him to agree some markets "out of cycle." He was of the view that, having regard to the importance of markets and their legal basis, decisions on creating such markets should all be taken by the Committee and that the delegation to the Town Clerk should not be exercised. Members were content with this subject to the requirement for Committee approval being made clear as part of the application process, including on the website.

**CS33 Statements and Questions from the Public**

Two representatives from the DAMASCUS Youth project spoke about the organisation's grant application and, if successful, what the money would be used for.

A representative from Be Free Young Carers presented their grant application and updated the Committee regarding the current financial situation of the charity. Two members of the public who had used the charity's services also spoke about the work of the charity and how it had helped them.

*All members of the public including the above speakers left the meeting at the conclusion of this item, it being 7:20 pm.*

**CS34 Website and printed communications**

Members considered the quotes put forward from website designer Alpay Beler regarding potential enhancements to the website, including making the website "mobile friendly." Members discussed the costs involved and the benefits of the proposals. It was noted that the current website had been launched in 2013. Whilst the website compared favourably with many other town and parish councils and included a large amount of information, Members debated whether a complete redesign of the website was now due.

**Resolved:** Louise Brown, as Clerk to the meeting, to research other town and parish council websites and to email round links of websites for consideration at next meeting. These would then be considered alongside the proposed enhancement to the Town Council's website so that a recommendation could be made regarding whether to commission enhancements to the current site or to commission a new site.

**CS35 Financial Report**

The Committee received and considered the report of the Treasurer/ RFO in relation to the above, as circulated with the agenda.

The Committee considered the draft management accounts for the year to date.

**Resolved:** that the Committee approve the management accounts for the period up to 31<sup>st</sup> October 2018.

The Committee considered the predicted year end outturn for the management accounts for 2018/19.

**Resolved:** that the Committee approve the predicted outturn for the management accounts for 2018/19.

The Committee considered the estimates for 2019/2020, including fees and charges.

The draft estimates for 2019/20 were:

Proposed Expenditure	£105,585
Proposed Income	<u>£ 52,123</u>
Net expenditure	<u>£ 53,462</u>

It was **recommended to the meeting of the Finance and General Purposes Committee:**

- (i) that a net expenditure budget of £53,462 for 2019/2020 be agreed for the Community Services Committee, in accordance with the report of the Treasurer/RFO;
- (ii) that fees and charges for 2019/2020 be agreed as follows:
  - (a) All commercial Markets Inc. regular Monday Market - £11.50 per 10 ft pitch (minimum charge, larger pitches charged pro-rata).
  - (b) Farmers Market - £10.50 per pitch.
  - (c) Use of Electricity from supply points in Market Place - £10.50 per day.
  - (d) Permission to sell alcohol where the organiser provides a personal license holder at the event, named and details provided prior to the event and permission being subject to these details being provided - £12 Inc. VAT
  - (e) Permission to sell alcohol where the organiser does not provide a personal license - £100 Inc. VAT holder (note permission granted subject to availability of Council staff.)

In considering Fun and Music in the Park, it was noted that this usually takes place on the first Saturday of June each year and consequently it was **resolved** that the date for 2019 be confirmed as Saturday 1<sup>st</sup> June 2019.

**Resolved:** That subject to the above, the report of the Treasurer/RFO be approved.

**CS36 Grant Applications**

The Committee received and considered the report of the Town Clerk relating to the above.

It was **resolved** that the grant applications be determined as follows:

	<b>Name of Applicant</b>	<b>Purpose of grant, as summarised in the grant application</b>	<b>Grant determination</b>
1	<p>Assisted Reading for Children (ARCh)</p> <p><i>Cllr Andrew Todd declared a pecuniary interest in this application as his wife works in the school that would benefit from this grant. Consequently he left the room during discussion of the application and took no part in the discussion.</i></p> <p><i>Cllr Lorraine Oates requested that her support for this application be noted.</i></p> <p><i>Awarded under power (b)</i></p>	<p>To Support St Nicolas Primary School with their financial contribution towards the ARCH.</p>	£1,000
2	<p>Abingdon DAMASCUS Youth Project</p> <p><i>Awarded under power (b)</i></p>	<p>To support ten young people to work with Volunteers in the Community. At least five of the young people will work towards an AQA qualification in youth leadership.</p>	£2,500

3	Be Free Young Carers <i>Awarded under power (b)</i>	To continue the provision of expert practical and emotional support to young carers in Abingdon	Referred to the Finance and General Purposes Committee with a recommendation that this application be supported and funded from the Community Fund
4	My Life My Choice <i>Awarded under power (b)</i>	To buy essential equipment for their monthly group for adults in Abingdon.	£800
5	Abingdon Passion Play <i>Awarded under power (a)</i>	To increase their publicity and advertising budget for the 2019 Passion Play.	£500
6	Thrive South Abingdon <i>Awarded under power (b)</i>	To launch a mentoring programme for young people living on the Saxton Road Estate.	£1,000

Note that the above grants were made in pursuance of the Council's powers, as noted in column one, as follows (resolved accordingly):

- (a) Local Government Act 1972, section 145;
- (b) Local Government Act 1972, section 137;
- (c) Local Government and Rating Act 1997, part III, section 31;
- (d) Local Government Act 1972, section 144;
- (e) Local Government Act 1972, section 142 (2A);
- (f) Local Government (Miscellaneous Provisions) Act 1976, section 19;
- (g) Local Government Act 1972, section 133;
- (h) Local Government (Miscellaneous Provisions) Act 1976, section 19.

**CS37 Markets**

The Committee received an update from Cllr Vicky Jenkins and in relation to markets. The Market is currently managed on behalf of the Council by a long-standing market trader. It was understood that the trader had indicated this intention to stand down from that role in 2019. He had indicated his willingness to work with the Council in relation to an orderly handover.

The Committee considered that the current model of a trader-managed market, which had been adopted by a number of other councils locally worked in an efficient and effective manner. The preference was that this continue; if not, then the Council would need to look to employ a market manager.

It was **resolved** that the Monday market traders be approached with a view to the Monday Market continuing to be a trader-managed market and that an update be given at the next meeting.

**CS38 Dates of next meeting**

The calendar of meetings for 2018/19 was noted as follows, the next (and final scheduled meeting for the year) being Tuesday 26<sup>th</sup> February 2019 at 7pm.

**CS39 Confidential appendix to the minutes of 18<sup>th</sup> September 2018**

The Committee received and considered the confidential appendix to the minutes of the meeting held on 18<sup>th</sup> September 2018.

**Resolved:** that the confidential appendix to the minutes of the meeting held 18<sup>th</sup> September 2018 be agreed as a correct record and signed by the Chairman.

The meeting rose at 8.37pm.

**Signed**.....

**Date**.....