

17th October 2013

To: All Members of the Guildhall Committee

Councillor Iain Littlejohn - Chairman
Councillor Alison Rooke - Vice-Chairman
Councillor Marilyn Badcock
Councillor Lesley Legge
Councillor Katie Nobes
Cllr Samantha Bowring - Mayor of Abingdon-on-Thames (ex-officio)
Cllr Sandy Lovatt - Chairman Finance and General Purposes Committee (ex-officio)
Ms Heather Brown – Co-opted member

To: All Other Members for Information

Dear Member,

Your attendance is requested at a meeting of the Guildhall Committee to be held on **Wednesday 23rd October 2013 at 3.00 p.m.** in the Committee Room at the Old Abbey House.

Any background papers referred to may be inspected by prior arrangement. Should you have any queries regarding matters on the agenda please contact the Town Clerk.

Yours sincerely

N E Warner
Town Clerk

AGENDA

1 **Apologies**

To receive any apologies for absence.

2 **Declarations of interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting, in accordance with the Local Code of Conduct.

3. **Minutes**

To sign as a correct record the minutes of the meeting of the Guildhall Committee held on 12th September 2013 (attached).

4 **Matters arising**

To discuss any matters arising from the previous meeting which are not covered elsewhere on the agenda.

5 **Public participation**

In accordance with Standing Order 24, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda for any meeting of the Council (with the exception of the Annual Meeting) and its standing committees. Notice of such requests is required by 5pm on Tuesday 22nd October 2013.

6 **Manager's Report**

To receive the report of the Guildhall Manager (to follow).

7 **Guildhall governance and committee**

To receive the report of the Town Clerk (attached).

8 **Date of next meeting and calendar of meetings**

The calendar of meetings for the year has been agreed as follows, all meetings being scheduled for 5.30 pm on Thursdays. However, note that if the recommendations suggested at agenda item 7 are agreed, those dates shown in brackets and italics will not be required.

21st November; (*19th December*); (*16th January 2014*); (*27th February*); 6th March; (*10th April*).

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

The Chairman will move and request the Committee to approve the following resolution:

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.

10 **Confidential appendix to the minutes of the meeting of 12th September 2013**

To sign as a correct record the confidential appendix to the minutes of the meeting of the Guildhall Committee held on 12th September 2013 (attached).

11 **Matters arising**

To discuss any matters arising from the previous meeting which are not covered elsewhere on the agenda.

12 **Guildhall Improvement Project Phase 2**

To receive the confidential report of the Guildhall Manager in relation to the above (to follow).

To receive the confidential report of the Town Clerk in relation to the above (to follow).

13 **Manager's Report**

To receive the confidential report of the Guildhall Manager (to follow).

14 **Royse Court Improvement Project**

To receive the confidential report of the Head of Service Delivery (attached).