

28<sup>th</sup> February 2014

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 **Thursday 6<sup>th</sup> March 2014 at 5.30 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

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## **A G E N D A**

### **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 19<sup>th</sup> December 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 4<sup>th</sup> March 2014.

6 **Manager's Report**

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

7 **Guildhall Working Groups**

To receive reports from the Guildhall Working Groups (to follow).

- The Charitable Status Working Group is due to meet at 2.30pm on Friday 7<sup>th</sup> March 2014.

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

The date of the next meeting will be published when the calendar of meetings is approved by the Town Council; provisional dates will be available at the meeting on Thursday. Members are requested to confirm their preference for a quarterly meeting at 5.30pm on Thursdays.

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 19<sup>th</sup> December 2013**

To sign as a correct record the confidential appendix to the minutes of the meeting of the Guildhall Committee held on 19<sup>th</sup> December 2013 (attached).

11 **Matters arising**

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

12 **Manager's Report**

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

13 **Guildhall Working Groups**

To receive any confidential reports from the Guildhall Working Groups (to follow).

14 **Guildhall Improvement Project Phase 2**

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