

**Draft Minutes of the Council of the Town of Abingdon-on-Thames held in the Council Chamber, Guildhall on Wednesday 12 June 2013.**

**Present**

Cllr Samantha Bowring	Mayor of Abingdon-on-Thames
Cllr Angela Lawrence	Deputy Mayor of Abingdon-on-Thames
Cllr Alice Badcock	
Cllr Marilyn Badcock	
Cllr Michael Badcock	
Cllr Jason Fiddaman	
Cllr Jeanette Halliday	
Cllr Lesley Legge	
Cllr Iain Littlejohn	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Julie Mayhew-Archer	
Cllr Herman Matheson	
Cllr Aidan Melville	
Cllr Katie Nobes	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr Alison Rooke	
Cllr Andrew Todd	

In attendance:

Mrs Sandra Hill	Deputy Town Clerk (Clerk to the meeting)
Mr Steve Rich	Head of Service Delivery
Mr Nigel Warner	Town Clerk

SECTION I (Open to the Public Including the Press)

C13 Prayers

Prayers were be taken by Reverend David Fleming.

C14 Public Participation

No statements were made or questions asked by members of the public.

C15 Apologies

Apologies were received from Cllr Jan Morter.

C16 Rev David Fleming and Summer Events' Personnel

The Rev David Fleming announced, before taking prayers, that he would be leaving his current post and moving from Abingdon-on-Thames in the summer. In response, the Council thanked Rev Fleming for his support and work within Abingdon over the years.

C17 Declarations of Interest

Cllr Jeanette Halliday declared a non-pecuniary interest in the item at minute C26 - Guildhall Committee as she lived in the vicinity of the Guildhall. This interest was potentially pecuniary in relation to certain items and if these matters had been discussed she would have left the meeting for this item. She left the meeting prior to the item at minute G32 - confidential appendix to the Guildhall minutes.

C18 Minutes

Minutes - 20 March 2013

C119 – Motion (c)

An update was requested about the arrangements for the proposed public meeting in relation to flooding.

The Town Clerk reported that he was waiting to hear back regarding representation from the Environment Agency, although Oxfordshire County Council's officer who had involvement with the Flood Risk Management Strategy has expressed an interest in attending. He would be seeking further clarification on the format of the meeting and whether it was going to be a formal meeting or more along the lines of a "drop in session" as with the flood fair a few years ago.

C119 – Motion (d)

Duke of Gloucester Plaque

The meeting were informed that the plaque to commemorate the visit of HRH the Duke of Gloucester has been placed inside the door at the Museum.

HRH Queen Elizabeth Plaque

After consultation with the Vale of White Horse District Council's conservation officer the Council were advised not to remove the Queen Elizabeth plaque as it is firmly fixed to the outside wall, and could cause damage if removed. It was therefore decided that the plaque should remain where it is. It was noted that whilst it is not visible when the Museum and its outer doors are open, it can be seen when the Museum is closed and will subsequently remain as a record for the history of the building.

Minutes - 8 May 2013

11 – Prayers

A correction was agreed in that closing prayers were taken by the Revd David Fleming and not by Revd Jane Baun.

8 – Membership of Committees, Sub Committees and Working Groups

Grants Sub-Committee: Cllr Lesley Legge stated that she had not realised that she was a member of the Grants Sub-Committee and apologised for not attending the last meeting on 20 May 2013.

10 – Representation of Outside Bodies

It was confirmed that further research was necessary regarding representation to Preston Road Community Centre and the South Abingdon Residents' Plan Group (SARP) as there may be legal implications to the Council and any Member appointed, given that the Centre is run by a Trust. The Town Clerk reported that there may be a need for a Special Meeting of the Council in relation to other matters and in this case this could be placed on the agenda.

**Resolved** to adopt and sign as a correct record the minutes of the Council of Abingdon-on-Thames held on 20 March and 8 May 2013, subject to the amendment detailed above.

C19 Mayor of Abingdon-on-Thames

The Mayor stated that the recent royal visit by HRH the Princess Royal was a success and had been well organised.

A Member stated that all the introductions to HRH the Princess Royal should have been made by the Mayor rather than the political leaders and asked that this be done for future events.

It was **resolved** that this matter would be raised should another royal visit take place in the future.

- (a) **Resolved** to note the Mayor and Deputy Mayor's engagements for the period from 16 March to 1 June 2013.
- (b) The Mayor announced that the annual bowls match between the Town Council and Oxford City Council would form part of Abingdon Bowls Club Centenary celebrations. Members were invited to represent the Town Council on 2 August 2013. Those who were not regular players would have the opportunity of lessons prior to the event.

The Mayor further outlined her forthcoming charity events and functions:

1 November 2013	-	Mayor's Halloween Disco
22 November 2013	-	Mayor's Quiz
6 December 2013	-	Over 70s' Christmas Party
20 December 2013	-	Christmas Reception
28 February 2013	-	Mayor's Charity Ball

It was also requested that dates should be arranged for the annual Morris Men Challenge and the PhAB Evening.

The Mayor reminded Members that the Civic Service would be taking place on Sunday 16 June and requested responses by Thursday 13 June 2013.

The Head of Service Delivery reported that the Freedom of the Town would be exercised by the 3LSR as part of a homecoming parade on 31 October 2013.

C20 Questions under Standing Order 10

There were no questions under Standing Order 10.

C21 Finance and General Purposes Committee

The Council received and considered the minutes of the Finance and General Purposes Committee held on 4<sup>th</sup> June 2013. In response to a query, the Town Clerk pointed out that the decision in relation to the grant application discussed at minute F6 was shown at minute F13, with the grant being approved.

Page 6 – minute F8 – Choose Abingdon Partnership

Should read: Resolved that the draft minutes of the Choose Abingdon Partnership Board meeting of 26 March 2013, and of the Annual General Meeting of Choose Abingdon which took place on 21 May 2013 be noted (instead of approved).

**Resolved** that the minutes of the Finance and General Purposes Committee held on 4 June 2013, together with any recommendations therein, be approved.

C22 Approval of Annual Return and Financial Statements

The Council received and considered the report of the Town Clerk together with the Financial Statements for the year ended 31<sup>st</sup> March 2013 and the Annual Return for the year. The Town Clerk stated that it is a statutory responsibility of the Council to complete an Annual Return for the year and this would be subject to audit by the Council's auditors, BDO. Section 4, the annual internal audit report, signed by the Internal Auditor, was circulated to Members.

It was **resolved**:

1. that the Accounting Statements (section 1 of the Annual Return) for the year ended 31<sup>st</sup> March 2013 be approved and signed on behalf of the Council by the Mayor and the Town Clerk;
2. that the Annual Governance Statement (section 2 of the Annual Return), with questions 1-8 answered "yes" and question 9 "not applicable" be approved and signed on behalf of the Council by the Mayor and the Town Clerk;
3. that the Financial Statements for the year ended 31<sup>st</sup> March 2013 (unaudited) be approved and signed on behalf of the Council by the Mayor and the Town Clerk, subject to the amendments which had been marked on the drafts which had been circulated..

It was noted that Section 3: External auditor's certificate and opinion, would be completed by the auditor following the audit.

C23 County Hall Museum Management Committee

The Council received and considered the minutes of the meeting of the County Hall Museum Management Committee held on 14 May 2013.

**Resolved** that the minutes of the County Hall Museum Management Committee held on 14 May 2013, together with any recommendations therein, be approved.

C24 Amenities and Recreation Committee

The Council received and considered the minutes of the meeting of the Amenities and Recreation Committee held on 22 May 2013.

**Resolved** that the minutes of the Amenities and Recreation Committee held on 22 May 2013, together with any recommendations therein, be approved.

C25 Planning and Highways Committee

The Council received and considered the minutes of the Planning and Highways Committee meetings held on 2 April, 22 April, 7 May, 13 May and 3 June 2013.

Minutes - 2 April 2013

04 – ATM at Tesco Express.

It was highlighted that the Council is still awaiting a response from the Vale of White Horse District Council regarding the contravention of the condition that was made when approval for the machine was granted.

Minutes – 13 May 2013

P13/V0878/FUL Abingdon School

The meeting were informed that representations had been made to the Town Clerk asking that the Committee reconsider its recommendation to the District Council. The Chairman reported that the School were informed that this was a resolved item and could not therefore be reconsidered unless amended plans or a new application came forward.

Minutes - 3 June 2013

07 – Berkeley House, 20 Marcham Road, Abingdon

It was considered that that a bus shelter could be installed at a nearby bus stop, funded by a s.106 contribution and the District Council had been requested to consider this, along with a number of other suggestions.

Minutes – 7 May 2013

Thanks were conveyed to Mr Rich, who had clerked the Committee, for minuting the comments on the Local Plan; it was stated that this was a difficult meeting to accurately record.

**Resolved** that the minutes of the Planning and Highways Committee meetings held on 2 April, 22 April, 7 May, 13 May and 3 June 2013 together with any recommendations therein, be approved.

C26 Guildhall Committee

The Council received and considered the minutes of the meetings of the Guildhall Committee held on 4 April and 16 May 2013.

Thanks were relayed to the Committee for arranging the meeting for neighbours of the Guildhall; local members requested that they be kept informed of any future meetings or developments.

**Resolved** that the minutes of the to Guildhall Committee meetings held on 4 April and 16 May 2013, be approved.

*Cllr Jeanette Halliday declared a non-pecuniary interest in this item as she lived within the vicinity of the Guildhall. This interest was potentially pecuniary in relation to certain items and if these matters had been discussed she would have left the meeting.*

C27 Calendar of Meetings

Cllr Aidan Melville stated that he will be relaying his apologies for the 25 September 2013 Town Council as he will be attending the Labour Party Conference.

**Resolved** to note that Council meetings are scheduled for the following dates:

25 September 2013;  
18 December 2013;  
29 January 2014 (*if necessary for budget*);  
19 March 2014;  
7 May 2014.

It was further **resolved** to note that there may be a need to call a Special Council meeting during the summer months, in relation to the Guildhall Improvement Project. It was anticipated that, subject to the completion of the work being undertaken by the Standing Orders Working Party, a motion may also be brought to that meeting. If this occurred then, having been moved and seconded, the motion would then stand adjourned without discussion to the September meeting under Standing Order 34.

C28 Exclusion of the Public, Including the Press

The Mayor moved:

*"That in accordance with section 1 (2) of the Public Bodies (admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted as summarised below."*

SECTION II (Excluding the public and the press)

C29 Confidential appendix to the minutes of the Finance and General Purposes Committee

The Council received and considered the confidential appendix to the minutes of the Finance and General Purposes Committee held on 4<sup>th</sup> June 2013.

**Resolved** that the Council approve the confidential appendix to the minutes of the Finance and General Purposes Committee held on 4 June 2013 and any recommendations therein.

C30 Confidential appendix to the minutes of the County Hall Museum Management Committee

The Council received and considered the confidential appendix to the minutes of the County Hall Museum Management Committee held on 14 May 2013

**Resolved** that the Council approve the confidential appendix to the minutes of the County Hall Museum Management Committee held on 14 May 2013, and any recommendations therein.

(See also separate confidential appendix, which contains one resolution in relation to staffing matters).

C31 Confidential appendix to the minutes of the Amenities and Recreation Committee

The Council received and considered the confidential appendix to the minutes of the Amenities and Recreation Committee held on 22 May 2013.

2 Pest Control

A Member enquired whether there was an update on the matter. The Head of Service Delivery stated that there was nothing report in this regard.

**Resolved** that the Council approve the confidential appendix to the minutes of the Amenities and Recreation Committee held on 22 May 2013, and any recommendations therein.

*Cllr Jeanette Halliday declared a non-pecuniary interest in this item as she lived within the vicinity of the Guildhall. This interest was potentially pecuniary in relation to certain items and consequently she left the meeting at this point, the time being 7.55pm.*

C32 Confidential appendix to the minutes of the Guildhall Committee

The Council received and considered the confidential appendix to the minutes of the Guildhall Committee held on 4 April and 16 May 2013.

**Resolved** that the Council approve the confidential appendix to the minutes of the Guildhall Committee held on 4 April and 16 May 2013 and any recommendations therein.

A Member requested that meeting minutes should be distributed in plenty of time before the meeting, in order to give Members sufficient time to read them before the meeting.

The meeting rose at 7.58pm.