

16th May 2020

To: All Members of the Guildhall Committee

Councillor Margaret Crick - Chair
Councillor Grace Clifton – Vice-Chair
Councillor Cheryl Briggs
Councillor Neil Fawcett
Councillor Charlie Birks (ex-officio, Mayor)
Cllr Samantha Bowring (ex-officio, Chair F and GP Committee, Leader)

To: All Other Members for Information

Dear Member,

Your attendance is requested at a Meeting of the Guildhall Committee to be held on Thursday 21st May 2020 at 7.00 p.m.

Due to the Covid-19 pandemic and in order to observe Government regulations the Town Council will hold this meeting online and not in person, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”).

The meeting ID will be forwarded to Members separately. Any members of the public who wish to attend should e-mail me at nigel.warner@abingdon.gov.uk and you will be sent the relevant link.

The meeting will be conducted in the same way, as far as possible, as a meeting in person. Members of the public may view the meeting online and may, with notice, make representations, ask questions and give evidence in respect of any item of business at agenda item 5.

Should any Member be unable to attend and wish to appoint a substitute to the meeting, they should inform me at nigel.warner@abingdon.gov.uk and cc enquiries@abingdon.gov.uk

Any queries on the agenda should also be directed to me.

Yours sincerely

Nigel Warner

Nigel Warner
Town Clerk/ signed electronically

Abingdon Town Council - Our Vision

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community, the town will be one which is environmentally sustainable, vibrant, resilient and safe.

Our key objectives

- 1 To respond effectively and speedily to the climate emergency.
- 2 To develop a resilient, sustainable town which will provide a home for residents now and in the future.
- 3 To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
- 4 To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

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 receive, consider and sign as a correct record the minutes of the meeting of the Guildhall Committee of 5th March 2020.

4 **Matters arising**

To discuss any matters arising from the minutes of the previous meetings and which are not covered elsewhere on the agenda.

- To report that the risk assessments for Guildhall services were reviewed but I cannot access these at the time of writing the agenda; they will follow early w/c 18th May 2020.

5 **Committee membership**

Report of the Town Clerk

In a normal year all committee and their chairs retire at the Annual Meeting/ Mayor making, which by law has to take place in May. However due to the Covid-19 pandemic the law has been changed and Councils are not required to have an annual meeting until May 2021, although they can choose to do so. This Council's Annual Meeting due on 6th May 2020 was postponed/ cancelled. The date of the Council's next annual meeting will for the Council to decide.

All committee places will remain in place until such time as determined by the Council. Although appointment of chairs and vice-chairs is a matter for individual committees, the same approach is being taken.

6 **Public participation**

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 should be submitted in writing to the Town Clerk no later than 7pm on Tuesday 19th May 2020. This should be by e-mail to enquiries@abingdon.gov.uk, with a copy to nigel.warner@abingdon.gov.uk

7 **Covid-19**

Report of the Town Clerk

In accordance with government regulations, the Guildhall including the Abbey Cinema, remain closed and will do so until such time as restrictions in relation to these services are lifted. This will not be until 1st July 2020 at the earliest. Ahead of re-opening there will be a significant amount of work to ensure that the services delivered from the Guildhall complex can be delivered in accordance with regulations and

guidance which will be in place. I anticipate that there will be many issues which the council will have to consider and re-opening will be far from straightforward.

The Council continues regular inspections of the properties and during the lockdown there have been no urgent maintenance issues of which we are aware.

However there have been some issues with the intruder alarm which resulted in false alarms. There was also a false alarm in relation to the fire detectors which resulted in the attendance of Oxfordshire Fire and Rescue. Both these matters have been resolved, it should be noted that these problems are ones which periodically affect buildings such as the Guildhall but they do show that our systems in relation to alerts and callouts are effective.

During the lockdown a number of maintenance works had to be put on hold but with the current easing of restrictions these are now being re-scheduled.

Progress of planned capital/ maintenance works for 2020/21 was also temporarily halted although again these are able to start progressing again with the easing of restrictions.

8 **Financial report**

To receive and consider the report of the Treasurer and Responsible Financial Officer in relation to the above.

9 **Environmental implications**

The Committee is requested, if it has not already done so, to consider the any further environmental implications in relation to matters on the agenda having regard to the Council's resolution in relation to the Climate Change Emergency.

10 **Publicity**

All meetings of the Council and its Committees are open to the press and the public and agendas, reports and minutes are published on the website.

Members are requested to consider any items items which the Committee wish to publicise through the Council's various communication channels.

11 **Dates of meetings**

The next meeting of this committee is proposed to be on Thursday 2nd July 2020.

The Council's draft calendar of meetings for the full year will be published during this cycle of meetings.

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

The Chair will move:

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.

There will be an adjournment of five minutes and Members will be requested to join the confidential session using a separate meeting ID.

13 **Confidential appendix to the minutes**

To receive, consider and sign as a correct record the confidential appendix to the minutes of the meeting of the Guildhall Committee of 5th May 2020.

14 **Guildhall Complex of buildings – property matters**

To receive and consider the confidential report of the Town Clerk in relation to the above (attached, for Members only).

The law allows members of the public and press to record meetings of the Council and its committees. Should you wish to record at any meeting which is open to the public it is requested that you inform the Town Clerk of your intention to film or record before the day of the meeting, by emailing enquiries@abingdon.gov.uk or telephoning 01235 522642.

For information, whilst this meeting is being hosted virtually by WebEx the Council will not be recording the meeting.