

ABINGDON-ON-THAMES TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

TUESDAY 9 MARCH 2021

Agenda item 7 – Actions Register

Members are reminded to review the confidential actions which can be viewed on [Sharepoint](#).

Meeting date	Resolutions	Action	Responsible	Timescale	Notes and any further action required
11.2.20	CS58 It was resolved that Cllr Samantha Bowring, Cllr Alex Greenaway, Cllr Andy Foulsham and Cllr Jim Halliday would review the current grants policy and application process with a view to making improvements by correspondence and bring a draft policy to be considered to the next meeting.	Review of current grants policy and applications process and bring a draft policy to next meeting	Cllr Bowring, Cllr Greenaway, Cllr Foulsham, Cllr Halliday, Cllr Coveney		2 Jun 20 - AF shared a scoring spreadsheet and cttee agreed to look at refining this ahead of next meeting 03 Nov 20 - AF, AG, AC and JH to bring forward suggestion of changes to the next Cttee meeting on 12th Jan 21. 04 Jan 21 - LB emailed AF to request the suggestion to incorporate this into an officer report to go out with the agenda. CS43 (12-Jan-21) Cllr Foulsham had undertaken at the last meeting to develop a spreadsheet on grant scoring. He continues to work on this and would welcome comments from others on how the aims and objectives of the Town Council can be worked into the grants process. Cllr Foulsham will then translate that into a scoring matrix which will enable councillors to assess grant applications. He noted the help of Cllr Coveney in the development of the spreadsheet. 3 Mar 21 – report and scoring template prepared, to be presented to meeting on 9 March 2021 <i>[See also item below, CS31]</i>

Meeting date	Resolutions	Action	Responsible	Timescale	Notes and any further action required
11.2.20	CS58 It was resolved that Cllr Samantha Bowring and Cllr Andrew Coveney would work together on a review of the current youth projects in the town and see if there was a better way to support them financially than through various grants awarded to many different groups.	Review current youth projects and see if better way to support them	Cllr Bowring		<p>2 Jun 20 - due to COVID had not yet been able to meet but would aim to host meeting online.</p> <p>27 Jul 20 - on line meeting with youth groups</p> <p>12 Oct 20 - follow up meeting. All groups invited to attend who had previously received an ATC grant.</p> <p>Further meeting planned with intention of establishing a youth council</p> <p>16 Dec 20 – Council resolved that:</p> <ul style="list-style-type: none"> (i) a Youth Council be established, with further work with the DAMASCUS Youth Project and The Abingdon Bridge to take this forward. (ii) the Terms of Reference be drafted in consultation with Abingdon DAMASCUS Youth Project and The Abingdon Bridge and be brought back to the Community Services Committee for consideration. <p>04 Jan 21 - Youth Council approved and contact made with Damascus and TAB to begin establishing it. Both have submitted proposal to leader, Cllr Samantha Bowring to consider.</p> <p>27 Jan 21 – Council agreed a budget of £30,000 for the youth strategy.</p>
15.9.20	CS18 It was Resolved that the minutes of the meeting of the Communications Review Working Group held on 10th August 2020 be agreed as a	Cllr Jim Halliday highlighted the importance of ensuring the new website was checked for	Cllr Halliday		<p>14 Oct 20 – Communications, Marketing and Events Officer emailed JH to chase</p> <p>04 Jan 21 - Communications, Marketing and Events Officer emailed JH to chase again</p> <p>February 2021: Jim Halliday has passed this information to the Communication, Marketing and</p>

	correct record and signed by the Chair.	accessibility and agreed to send a list of website checkers to Miss Louise Brown.			Events officer and as soon as the final version of the new website is ready the information will be used.
15.9.20	CS20 The committee considered application for a regular market, from "An Angel of Grace" charity to be held on the last Sunday of each month. Agreed to approve this and make no charge subject to proof of charity status	Obtain proof of charity status	Communications, Marketing and Events Officer		Oct 20 - LB has spoken to charity who would like to start the regular markets from January when they have Charity status and will send over proof and paperwork by the end of 2020. 04 Jan 21 - LB has spoken to charity who are postponing starting the market now that Abingdon is in Tier 4. They will contact the Town Council again with the relevant paperwork once the guidelines change and the restrictions lift. March 2021: Update from the Communications, Marketing and Events Officer. Since the roadmap has been released from Government charity have been in touch to ask about starting the markets from the last Sunday in April. We are still awaiting official guidance from government concerning events so have advised them charity that we are unable to confirm at this stage but will let them know when we do. In the meantime the relevant paperwork has been requested from them to speed up the process along the line should this be able to go ahead.
3.11.20	CS31 Grant application scoring spreadsheet: it was RESOLVED that this would be an agenda item for the next CS meeting and that Cllrs Foulsham, Greenaway, Coveney and Halliday would bring a specific suggestion regarding changes to the		Cllrs Foulsham, Greenaway, Coveney, Halliday		CS43 (12-Jan-21) Cllr Foulsham had undertaken at the last meeting to develop a spreadsheet on grant scoring. He continues to work on this and would welcome comments from others on how the aims and objectives of the Town Council can be worked into the grants process. Cllr Foulsham will then translate that into a scoring matrix which will enable councillors to assess grant applications.

	current process to the next meeting.				He noted the help of Cllr Coveney in the development of the spreadsheet. 4.3.21 – Report prepared to be discussed at meeting on 9.3.21 <i>[See also item above, CS58]</i>
12.1.21	CS47 It was RESOLVED to not proceed with 'Fun and Music in the Park' as planned for this year and to consider at the next meeting whether to proceed with the event later in the year in a more limited format.	To discuss at next meeting	Committee Clerk	9.3.21	Added to agenda for 9.3.21 meeting with report tabled to consider options.
12.1.21	CS51 Cllr Bowring would like to consider what foods are provided look at future Town Council events, as some have a higher carbon footprint. Cllr Greenaway referred to similar discussions in the Green Advisory and Scrutiny Committee. Cllr Foulsham mentioned 'Fun and Music in the Park' and the fireworks at the end and suggested that they might be reviewed to make them less noisy. Cllr Fawcett commented that the subject could be discussed but not at this meeting as this agenda item is for those items already on this agenda. He	Referred to GASC 18.2.21	Committee Clerk		Discussed by GASC, 18.2.21, The Chair, Cllr Barody, suggested a working party to prepare a simple document setting out standards for events. Cllr de la Harpe offered to begin work on a policy to address food waste and would report back to the next meeting. Cllr Halliday would email the Chair and Cllr de la Harpe a copy of a sustainable food policy as an example. The Chair, Cllr Barody, would research areas in the country which have banned / limited firework displays. Any policy which was developed would be recommended to the Community Services Committee or the Amenities and Recreation Committee as both are involved with outdoor events.

	suggested that the Green Advisory and Scrutiny Committee might consider this and make a recommendation.				
12.1.21	CS52 Cllr Fawcett would like to publicise support for the two groups which have been awarded grants. Publicity about the grants could be handled individually for each charity and could include information on the groups benefiting and help them to advertise their services.	Referred to Communications Officer	Communications, Events and Marketing Officer		2.3.21 – Communications, Marketing and Events Officer confirmed that the awards were publicised.

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Updated 5 March 2021