



# ABINGDON-ON-THAMES TOWN COUNCIL

Nigel E. Warner, M.A.(Oxon)  
Town Clerk  
Telephone: (01235) 522642  
Facsimile: (01235) 533112  
Email: enquiries@abingdon.gov.uk  
Website: www.abingdon.gov.uk

Royse Court,  
Bridge Street,  
Abingdon-on-Thames.  
OX14 3HU

## **Community Services Committee** **Tuesday 9 March 2021** **DRAFT MINUTES**

### **Present**

CLlr Neil Fawcett	Chair
CLlr Lorraine Oates	Vice Chair
CLlr Andrew Coveney	
CLlr Andy Foulsham	
CLlr Jim Halliday	
CLlr Samantha Bowring	(ex-officio, Chair of F&GP Committee, Leader)

### **In attendance**

Louise Brown	Communications, Marketing and Events Officer
Andy Crick	Committee Clerk (Clerk to the meeting)
Dr Kat Kelly	Resident

### **CS55. Apologies for Absence**

Apologies were received from Cllr Birks.

### **CS56. Declarations of Interests**

None.

### **CS57. Minutes**

The Committee **RESOLVED** that the minutes of the meeting of the Community Services Committee held on 12 January 2021 were a correct record and would be signed by the Chair.

**CS58. Matters arising**

There were no matters arising.

**CS59. Statements and Questions from the Public**

Dr Kat Kelly requested that food provided at Town Council events is limited to lower carbon options. The Town Council has declared a climate emergency as one of its four key priorities and reducing these products at events would be a simple way to deliver on this. The Town Council could increase vegetarian and vegan options and remove beef entirely at events. Following her statement, Dr Kelly answered questions from councillors.

The Committee agreed in principle that removing beef from menus at events and moving towards organic meat would be a good idea. It may be better to seek a reduction in meat at events rather than moving to full vegetarian or vegan menus. It will be important to explain what the Town Council is doing and to promote the change.

The Town Council has given consideration to packaging and to reducing the use of single use plastics on Town Council land and has stopped it being used at any Town Council venues. There are a number of matters to consider, including packaging and food miles but the biggest single issue is carbon emissions.

The Chair, Cllr Fawcett, asked Cllr Bowring to bring a firm proposal to the next meeting. There would be time to consider this as no events were planned to occur before this. A step-by-step approach is possible on this and communication is very important. The Town Council could map out the process over a couple of years. Cllr Bowring would take a proposal to the Green Scrutiny and Advisory Committee to consider and refer back to Community Services.

Dr Kelly left the meeting at 7.28pm

**CS60. Forward Plan**

Councillors received an update on the Forward Plan from the Chair.

The meeting considered what information is added to noticeboards in the town centre and at community centres and how this is done. Officers were asked to arrange a meeting of the Communications Working Group before the next meeting of the Community Services Committee to consider this.

The Forward Plan was noted.

**CS61. Actions Register**

The updated register of actions was noted.

**CS62. Finance report**

The committee received and considered the report of the Deputy Town Clerk / Responsible Financial Officer, including the management accounts for the period ending 31 January 2021.

The management accounts were proposed by Cllr Fawcett, seconded by Cllr Foulsham and approved by the committee.

**CS63. Grant applications**

Councillors considered three grant applications:

Provisional grant funding was agreed at the Community Services meeting on 12 January 2021 for the Oxfordshire Play Association (OPA) event, subject to further information being provided. The further information provided was considered by the committee. It was proposed by Cllr Foulsham, seconded by Cllr Halliday and agreed to match the previous year's grant of £400.

It was proposed by Cllr Fawcett, seconded by Cllr Coveney and agreed to request a Covid safety assessment to demonstrate that the event organisers have a plan in place. The grant would be conditional on this assessment being submitted and it would be considered by the Chair and Vice Chair of the committee.

**Grant determinations**

Following discussion regarding the various applications it was **resolved** that the grant applications be determined as follows:

	<b>Name of Applicant</b>	<b>Purpose of grant, as summarised in the grant application</b>	<b>Grant awarded</b>
1	ATOM Festival of Science and Technology 2021 (a) (d)	Towards the cost of the 2021 Atom Festival being held on 12 June 2021.	£600
2	Oxfordshire Play Association (a) (b)	Towards the cost of the 2021 South Abingdon play and activities day.	£400, subject to the completion of a Covid safety assessment
3	Ladybirds Riverside Pre-school (b)	Towards the cost of tablets to keep achievements and progress of the children who attend our setting.	£500

The above grants were made in pursuance of the Council's powers, as noted in column one, as follows (resolved accordingly):

- (a) Local Government Act 1972, section 145;
- (b) Local Government Act 1972, section 137;
- (c) Local Government and Rating Act 1997, part III, section 31;
- (d) Local Government Act 1972, section 144;
- (e) Local Government Act 1972, section 142 (2A);
- (f) Local Government (Miscellaneous Provisions) Act 1976, section 19;
- (g) Local Government Act 1972, section 133;
- (h) Local Government (Miscellaneous Provisions) Act 1976, section 19.

#### **CS64. Grants criteria**

The committee considered a written report and scoring spreadsheet for grant applications. The criteria in the scoring spreadsheet are weighted in favour of the Town Council's priorities and would be completed by officers in advance of meetings to help councillors make a decision. The spreadsheet would not take away the discretion of the committee, it would be a tool to help determine applications.

It was suggested that the spreadsheet might take into consideration the number of people the grant would benefit and this would be looked into.

It was proposed by Cllr Fawcett, seconded by Cllr Bowring and agreed to trial the process for the coming year and then review it to gauge how useful it has been.

#### **CS65. Events in Abingdon during the Covid recovery period**

Following the decision at the previous meeting of the Community Services Committee to not proceed with events as planned for this year, the Committee considered whether and how to run any events organised by the Town Council or on Town Council land in a more limited format. The committee agreed that, given current uncertainty, no events would be organised by the Town Council for the current year ending 31 December 2021.

#### **CS66. Food at events**

The committee considered reducing the sale and consumption at Town Council events of food and refreshments which have a high carbon footprint under item CS59, above.

### **CS67. Noise Pollution**

The committee considered the noise and pollution impact on Abingdon of fireworks at Town Council events. This matter was considered at the Green Advisory and Scrutiny Committee on 18 February 2021 and further work is planned by that committee. The Community Services Committee agreed to await the advice of the Green Advisory and Scrutiny Committee. Officers were asked to scope prices for drone displays so the committee could consider whether this would be an option.

It was proposed by Cllr Bowring, seconded by Cllr Halliday and agreed to request that the Planning, Highways and Consultations Committee consider noise pollution at events.

### **CS68. Accessibility Audit**

The committee considered whether to undertake a full audit of events to assess their accessibility requirements and to consider a recommendation to the Finance and General Purposes Committee, which has responsibility for property matters, to extend this audit to all Town Council properties.

The Community Services Committee looks after events so it would be appropriate for this committee to consider how events can be as inclusive as possible. Other committees, such as the Guildhall and Amenities Committees, may consider different areas. The committee did not consider it appropriate to request that the Finance and General Purposes Committee extend the audit to Town Council properties.

It was agreed that the Community Services Committee would undertake an accessibility review of Town Council events and this would be added to the Community Services Committee Forward Plan. It was agreed to request an accessibility audit for each event organised by the Town Council.

### **CS69. Platinum Jubilee**

The committee considered a report and appendix prepared by the Communications, Marketing and Events Officer in consultation with Cllr Bowring and Cllr Oates which set out proposals to mark the Queen's Platinum Jubilee in 2022. A week-long programme of events is being considered and the Committee was asked to consider the aims and objectives of the proposed celebration and any risks. A table of suggested events was provided which is a work in progress to be developed.

It was suggested that accessibility should be added into the plan under item 2.2 of the report.

The Committee agreed that the Town Council should work with the community and organisations, supporting people to take the initiative for local events. It would be useful to contact local groups which organise events to seek their input.

It was agreed that that the bandstand is a jubilee project which needs to be started.

The committee agreed to establish a Jubilee Working Group to include Cllrs Bowring, Foulsham and Oates. The Communications, Marketing and Events Officer was asked to email all Councillors to invite them to join the working group. Under item 8.1, a separate steering group for the bandstand project would be established under the proposed working group. Cllr Halliday volunteered to join this steering group.

It was also agreed that the planned youth council would be included in preparations.

#### **CS70. Publicity**

The following items were suggested for publicity:

- Award of two grants
- Platinum Jubilee
- New Town Council website, expected to be launched shortly

The Chair, Cllr Fawcett, thanked the Communications, Marketing and Events Officer for the work on the latest edition of the Town Crier.

#### **CS71. Dates of future meetings**

The date for the next meeting of the Community Services Committee was noted:

1 June 2021

The meeting rose at 9.18pm