

Abingdon-on-Thames Town Council

**Draft Minutes of the Community Services Committee held on Tuesday
2nd June 2020 at 7.00 pm.**

*Due to the Covid-19 pandemic, this meeting was held online 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”)*

Present:

Cllr Neil Fawcett	Chair
Cllr Andrew Coveney	
Cllr Andy Foulsham	
Cllr Alex Greenaway	
Cllr Jim Halliday	
Cllr Charlie Birks, Mayor of Abingdon-on-Thames (Ex-officio)	
Cllr Samantha Bowring, Chair of F & G P Committee (Ex-officio)	

In Attendance:

Miss Louise Brown	Administrative Assistant (Clerk to the meeting)
Mr Nigel Warner	Town Clerk
Cllr Patrick Lonergan	

CS1 **Apologies for Absence**

None.

CS2 **Declarations of Interest**

None.

CS3 **Statements and Questions from the Public**

None.

CS4 **Minutes**

The Committee received and considered the minutes of the meeting held on
11th February 2020.

It was **Resolved** that the minutes of the meeting of the Community Services Committee held on 11th February 2020 be agreed as a correct record and signed by the Chair.

CS5 Matters Arising

CS52 – Cllr Jim Halliday confirmed that as per the minutes from the last meeting he had sent an email to the Town Clerk and the Administrative Assistant with details of previous VJ day commemorations as ideas for August. It was agreed the council would wait for Government Guidance on VJ Day but would consider these when planning ahead.

CS58 - Cllr Andy Foulsham shared with the committee a scoring spreadsheet he had produced to use when considering Grant Applications with the aim of creating a more structured way of considering all future Grant Applications. There was a discussion around the spreadsheet and ideas for developing it and it was agreed that it was a good starting point and that Councillors would look at refining this ahead of the next meeting. Cllr Jim Halliday noted that under minute number CS56 it had been agreed to look at the grants process in general. Due to the restrictions of Covid-19 this had not been completed yet, but it was agreed to carry this forward.

CS58 - Cllr Samantha Bowring confirmed that due to the government restrictions around Covid-19 they had been unable to meet with Youth Groups, but that they would look at hosting these meetings online so as not to delay this further.

CS6 Grant Applications

The Committee received and considered the report of the Town Clerk relating to the above.

Community Grants Fund

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

	Name of Applicant	Purpose of grant, as summarised in the grant application	Grant awarded
1	Cleanslate (b)	To provide long term support to their clients.	£500
2	DAMASCUS Youth Project (b)	Towards the cost of continued support in South Abingdon with the new Covid-19 restrictions in place.	£2,500 Whilst also referring them to funding available through the Vale of White Horse District Council
3	Home Start Southern Oxfordshire (b)	Towards the cost of continued support of families in Abingdon	£1,000

Note that 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.

CS7 Events

The Committee received and considered the report in relation to Events. It was noted that the Local Excellence Market due to take place on 29th May 2020 had been cancelled and the Summer Craft Market due to take place on 27th June 2020 was likely to be postponed by the organisers, the Chamber of

Commerce. They proposed that the Craft Market now take place on 26th September 2020. It was also proposed that the Christmas Extravaganza take place on 28th November 2020 as a Local Excellence Market rather than in the usual format, in order to accommodate for likely Covid-19 restrictions.

It was resolved that:

1. The Summer Craft Market due to take place on 27th June 2020 be postponed to 26th September 2020 and that that, pursuant to its powers under the Food Act 1984, an occasional market be created on 26th September 2020. It was noted that that this market was being created on a “one-off” basis and that this did not create a precedent for the creation of further markets.
2. The date proposed for the 2020 Christmas Extravaganza was noted, the Council to consider the position further .

CS8 Financial Report

The Committee received and considered the report of the Treasurer/ RFO in relation to the above, as circulated with the agenda.

Resolved: the report of the Treasurer/ Responsible Financial Officer, be approved.

CS9 Environmental Implications

The Committee felt environmental implications would be considered during the confidential reports regarding the Market place.

CS10 Publicity

It was agreed that the Council would publicise the grants awarded by putting the details up on the website and social media.

It was also agreed we would publicise the Market to ensure residents are aware it is open.

CS11 Dates of next meeting

It was resolved that the dates of the next meeting will be communicated out to Councillors once confirmed.

CS12 **Exclusion of the public, including the press**

The Chair proposed and it **resolved**

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.

CS13 **Market**

The Committee received and considered the verbal report of the Town Clerk in relation to the above.

The Town Clerk stated that from lockdown the market had continued as food-only market following "lockdown," first food only market being 30th March 2020. With an easing of restrictions the plant/ nursery stall had been added to the market on 1st June and more stalls were due to return in the coming weeks. The traders who usually manage the market were initially unable to trade (being non-food); in any case, the requirement in relation to Covid-19 are such that this would be perhaps too much for them to be responsible for. With the market temporarily not managed by traders, the Council had taken on the management/ stewarding through Oxford Security Services who had experience in events and markets. This was necessary because the Market Place is a constrained site, the market is a full one and it had many entrances. The market layout had been changed and signage put out/ renewed each week. The council now had a presence when stalls start setting up at 5am to ensure trader compliance and the stewarding presence was required to properly manage the market to ensure social distancing requirements are respected. Financial implications would be reported to the Finance and General Purposes Committee and the Town Clerk would monitor the situation closely with Oxford Security Services and advise the Councillors if the situation changed.

Members were pleased that the markets had continued, noting that markets had an advantage in public health terms as they took place in the open air and noting the measures being taken in relation to Covid-19 safety.

CS14 Market Place

The Committee received and considered the confidential report of the Town Clerk in relation to the above. See confidential appendix to the minutes.

The meeting rose at 8.30 pm.

Signed.....