

Minutes of the Annual Meeting of the Council on Wednesday 10th May 2017 in St Helen's Church, Abingdon-on-Thames.

Present

Cllr Alice Badcock	- Mayor 2016/17
Cllr Jan Morter	- Mayor 2017/18
Cllr Margaret Crick	- Deputy Mayor 2017/18
Cllr Mike Badcock	
Cllr Samantha Bowring	
Cllr Neil Fawcett	
Cllr Dennis Garrett	
Cllr Robert Hall	
Cllr Jeanette Halliday	
Cllr Brian Hedley	
Cllr Vicky Jenkins	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr David Pope	
Cllr Andrew Todd	

In Attendance

Mr Nigel Warner	Town Clerk
Mr Nigel Luker	Macebearer

1 **Prayers**

Prayers were led by the Revd Paul Smith.

2 **Apologies**

Apologies for absence were received from Cllr Angela Lawrence.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Mayor's Awards and Mayor's Cadets**

The Mayor, Cllr Alice Badcock, presented her Mayor's Awards for services to the community to the following individuals:

- Russell Highsmith, volunteer Abingdon Visitor and Community Information Centre.
- Valarie Keates, local resident who has made her property available to assist in town flood defences.

- Abingdon Monday Club, represented by Helen Ronaldson and Peter Knight.

Biographies of all the above were circulated and are attached as appendix 1 to these minutes.

The Mayor thanked her outgoing Mayor's Cadets for their service during the year:

- L/Cpl Ben Southey (Army Cadet);
- Cpl Dean Robinson (Air Cadet).

The Mayor presented cheques to representatives of her charities. She presented cheques for £2,341.60 to:

- Little Troopers – Louise Fetigan
- Oxfordshire Mind – Dan Knowles and Sarah Jordan

5 **Election of Mayor**

It was proposed by Cllr Helen Pighills and seconded by Cllr Dennis Garrett that Cllr Jan Morter be elected Mayor of Abingdon-on-Thames for the ensuing year.

On being put to the vote it was **resolved** that Cllr Jan Morter be elected Mayor of Abingdon-on-Thames for the 2017-2018 civic year.

The new Mayor was invested and installed and made the Statutory Declaration of Acceptance of Office. She then took the chair.

The Mayor announced that her Escort would be her husband, Mr Tom Morter.

The Mayor then made a short address.

6 **Election of Deputy Mayor**

It was proposed by Cllr Lorraine Oates and seconded by Cllr Mike Badcock that Cllr Margaret Crick be elected as Deputy Mayor of Abingdon-on-Thames for the ensuing year.

On being put to the vote, it was **resolved** that Cllr Margaret Crick be elected Deputy Mayor of Abingdon-on-Thames for the 2017-2018 civic year.

The Mayor invested and installed her Deputy.

The new Deputy Mayor made the Statutory Declaration of Acceptance of Office, and announced that her Escorts would be Mr David Crick and Mr Michael Crick.

The Deputy Mayor then made a short address.

7 **Vote of Thanks to the retiring Mayor and Past Mayor's Badge**

A vote of thanks to the retiring Mayor, Cllr Alice Badcock, was proposed by Cllr Neil Fawcett and approved by the Council.

Cllr Alice Badcock was presented with her Past Mayor's badge and bouquet of flowers, and responded to the vote of thanks.

8 **Membership of Council Committees, Sub Committees and Working Parties**

It was proposed by Cllr Mike Badcock, seconded by Cllr Samantha Bowring, and **resolved** that Members be appointed to committees and sub-committees as detailed in the report of the Town Clerk, attached as appendix 2 to these minutes.

It was proposed by Cllr Mike Badcock, seconded by Cllr Samantha Bowring and **resolved** that authority be delegated to the Leader of the Council (Chairman of Finance and General Purposes Committee) and the Leader of the Opposition Group to appoint a Personnel Appeals Panel on an ad hoc basis, as and when required.

9 **Adjournment of meeting**

The Mayor moved and it was **resolved**

"To adjourn the meeting of the Council to permit meetings to take place of the Council's Standing Committees in the order set out in the committee terms of reference, to allow them to appoint their chairmen and vice-chairmen."

The meetings were conducted by the Mayor. All the respective committee/ sub-committee members were present and for information the resolutions of the committees/ sub-committee in relation to the respective appointments of Chairmen and Vice-Chairmen for the Council year 2017/18, are recorded below:

- (a) Planning and Highways Committee.
Chairman: Cllr Margaret Crick (proposed by Cllr Mike Badcock; seconded by Cllr Jeanette Halliday).
Vice-Chairman: Cllr Mike Badcock (proposed by Cllr Jeanette Halliday; seconded by Cllr Margaret Crick).
- (b) Amenities and Recreation Committee.
Chairman: Cllr Alice Badcock (proposed by Cllr Dennis Garrett; seconded by Cllr Vicky Jenkins).
Vice-Chairman: Cllr Robert Hall (proposed by Cllr Alice Badcock, seconded by Cllr Vicky Jenkins).

- (c) Community Services Committee.
Chairman: Cllr Vicky Jenkins (proposed by Cllr Andy Todd; seconded by Cllr Alice Badcock).
Vice-Chairman: Cllr Alice Badcock (proposed by Cllr Andrew Todd; seconded by Cllr Vicky Jenkins).
- (d) County Hall Museum Management Committee
Chairman: Cllr Monica Lovatt (proposed by Cllr Dennis Garrett; seconded by Cllr Brian Hedley).
Vice-Chairman: Cllr Dennis Garrett (proposed by Cllr Monica Lovatt; seconded by Cllr Brian Hedley).
- (e) Guildhall Committee
Chairman: Cllr Dennis Garrett (proposed by Cllr Robert Hall; and seconded by Cllr Brian Hedley).
Vice-Chairman: Cllr Mike Badcock (proposed by Cllr Dennis Garrett and seconded by Cllr Brian Hedley).
- (f) Finance and General Purposes Committee.
Chairman: Cllr Mike Badcock (proposed by Cllr Andrew Todd and seconded by Cllr Alice Badcock).
Vice-Chairman: Cllr Dennis Garrett (proposed by Cllr Mike Badcock and seconded by Cllr Alice Badcock).

10 Representation on outside bodies

It was proposed by Cllr Mike Badcock, seconded by Cllr Samantha Bowring and **Resolved** that representatives be appointed to outside bodies as detailed in the report of the Town Clerk, attached to these minutes.

11 Announcements by the Mayor

The Mayor announced:

- (a) The appointment of Mayor's Cadets for 2017/18:
 - Lauren Ball (Sea Cadet);

Unfortunately the Army and Air cadets were unable to attend but will be presented with their badges at future date.

- (b) The Mayor's Charities for 2017/18. Her chosen charities for the year would be Against Breast Cancer and The Abingdon Bridge.

12 **Closing Prayers**

Closing prayers were said by Rev Paul Smith.

13 **The National Anthem**

The meeting closed with the singing of the National Anthem.

There being no further business the meeting rose at 8pm.

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Signed

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Date

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 10th May 2017

Agenda item 4

Mayor's Award Winners

RUSSELL HIGHSMITH

Russell is a writer and film maker, born and educated in Abingdon-on-Thames. He has made several short films and through Film Oxford has just last week obtained Arts Council funding for a new project. One of his scripts was turned into a play, performed to a large audience at Cornerstone Arts in Spring 2016.

However it is not for his creative work that Russell has been given an award but for his contribution to the life of the town through Abingdon's Information Centre. He came on work experience from College at the start of the busy Summer season in 2007 and very quickly became part of the team. He has volunteered at the office now for ten years, working on Tuesdays and Fridays throughout the year. He has been consistently dependable, a good time-keeper and conscientious. He is always cheerful. Greeting visitors warmly and pointing out the attractions and history of the town is possibly what he enjoys most but he has worked on visitor information, fishing permit administration and designing posters. Now that the town's e-diary has to have photographs uploaded this is another task he has taken on when required. In short, his service at the Information Centre is invaluable.

Russell has also volunteered at the JR Hospital twice a week for many years.

VALERIE KEATES

Flooding over the years has caused major problems for many residents in Abingdon-on-Thames. Following the major flooding of the River Ock in July 2007, when over 500 properties were affected, the Environment Agency and local authorities have looked at ways in which flood defences can be developed and installed to protect the town and its citizens from future problems. One of the improvements is a temporary flood defence scheme which is now in place to protect parts of south Abingdon.

Valerie is being given an award to recognise her co-operation and community spirit in allowing her property to be used so that this flood defence scheme can become a reality. She has done this by allowing her garden fence to be altered and amended. This means that in the event of a flood being declared likely, her fencing can quickly and easily be removed and temporary flood barriers can be put in to place to protect properties in Meadowside. Without her co-operation it would not be possible to have

implemented this scheme, a scheme that is an important part of the work to prevent the devastating impact of a flood in this area in the future.

Valerie is unable to attend this evening but her generous community spirit is recognised. She will be given her award at a later date.

ABINGDON MONDAY CLUB

Abingdon Monday Club is a social club for adults with learning disabilities. The Club meets on Monday evenings during term time at John Mason School, and provides a variety of puzzles, games and entertainment.

The Club aims to involve everyone in weekly activities such as skittles, country dancing, bingo and quiz evenings, and once a term there is a disco. Throughout the year the Club arranges various outings such as the Christmas Dinner, a trip to the pantomime, and a day trip to the seaside, zoo or other attraction in the summer.

Abingdon Monday Club was formed in March 1967 by a group of parents of young adults with learning disabilities, as at that time there were no suitable social clubs for these people in the area. Over the years, as the membership grew older, the Club matured with them so that as well as providing a social club for the members, it gained volunteer helpers from the community, allowing the parents and carers a much-needed period of respite, if only for two hours a week. The Club now has around 40 members, and is open to all people over 18 years old with a learning disability. The Club prides itself on being a caring, happy and friendly place for people to socialise and have fun.

The Club is, to this day, run entirely by volunteers. It is affiliated to the Royal Mencap Society as a Gateway Club, and through this arrangement it ensures that all the necessary paperwork and procedures are in place to enable the Club to be run in a safe way for its members and helpers. It is always looking for more volunteers to help. The Club also relies entirely on donations to keep the club running, and in this respect it is very fortunate indeed to have a close relationship with several of Abingdon's main community-based charities, most notably Christ's Hospital which has been very generous over the years.

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 10th May 2017

Report of the Town Clerk

AGENDA ITEM 10: MEMBERSHIP OF COUNCIL COMMITTEES AND SUB-COMMITTEES

Standing Committees

Much of the Council's business is delegated to various Committees. The terms of reference of each Committee are detailed in the Council's document "Council and Committee Terms of Reference."

By law the Committees appointed at the previous Annual Meeting on 9th May 2016 stand down at this evening's Annual Meeting, together with the respective Chairmen and Vice-Chairman. Therefore the Council must now appoint Committees for 2017/18.

Membership of Standing Committees is prescribed by Standing Orders. Standing Orders also provide that: "*Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*"

The following nominations have been made by the Council's political groups and it will be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring that the following Committees are appointed for the period to the next Annual Meeting (May 2018):

Planning, Highways and Consultations Committee

9 members

Cllr Margaret Crick
Cllr Michael Badcock
Cllr Jeanette Halliday
Cllr Brian Hedley
Cllr Vicky Jenkins
Cllr Angela Lawrence
Cllr Patrick Lonergan
Cllr Helen Pighills
Cllr David Pope

Amenities & Recreation Committee

7 Members

Cllr Alice Badcock
Cllr Robert Hall
Cllr Helen Pighills
Cllr Dennis Garrett
Cllr Jeanette Halliday
Cllr Vicky Jenkins
Cllr Lorraine Oates

Community Services Committee

7 Members

Cllr Vicky Jenkins
Cllr Alice Badcock
Cllr Samantha Bowring
Cllr Neil Fawcett
Cllr Monica Lovatt
Cllr Lorraine Oates
Cllr Andrew Todd

County Hall Museum Management Committee

7 Members

Cllr Monica Lovatt
Cllr Dennis Garrett
Cllr Patrick Lonergan
Cllr Samantha Bowring
Cllr Margaret Crick
Cllr Brian Hedley
Cllr Angela Lawrence

Guildhall Committee

7 Members

Cllr Dennis Garrett
Cllr Michael Badcock
Cllr Samantha Bowring
Cllr Margaret Crick
Cllr Neil Fawcett
Cllr Robert Hall
Cllr Brian Hedley

Finance and General Purposes Committee

Membership comprises Chairmen of the Standing Committees listed above (totalling 5 places) plus 5 other Members.

Cllr Michael Badcock
Cllr Samantha Bowring
Cllr Sandy Lovatt
Cllr Helen Pighills
Cllr Andrew Todd

Note that at agenda item 9 the Mayor will move a motion to adjourn the meeting of the Council to permit meetings to take place of the Council's Standing Committees. This will allow the Committees to appoint their Chairmen and Vice-Chairmen, these positions being ones that the Committees must appoint and not the Council. Following the appointment of the committee Chairmen at the various committee meetings, the Finance and General Purposes Committee will be constituted for the year and will then be able to elect a Chairman (also known as Leader of the Council) as well as a Vice-Chairman.

SUB-COMMITTEES

To note that under Council and Committee Terms of Reference shall be appointed by the relevant Committees.

OTHER GROUPS

(a) The Council is requested to appoint a Personnel Appeals Panel of 3 Members for the period to the next Annual Meeting (May 2018). This Panel would need to meet at short notice and therefore requires flexibility in its appointment. It will therefore be proposed by Cllr Mike Badcock and seconded by Cllr Samantha Bowring that authority be delegated to the Leader of the Council (Chairman of Finance and General Purposes Committee) and the Leader of the Opposition Group to appoint a Personnel Appeals Panel on an ad hoc basis, as and when required.

(b) At its meeting on 27th January 2016 the Council appointed an Environmental Working Group. This is appointed directly by the Council although it reports through the Finance and General Purposes Committee.

The ruling group have indicated that they wish to combine the functions of this Working Group with that of the Community Led Plan Working Group and propose accordingly.

(c) At its meeting on 5th October 2016 the Council appointed a Community Led Plan Working Group. This is appointed directly by and reports to the Council.

The following nominations have been made by the Council's political groups and it will be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring that the membership of this Group be as follows:

Cllr Mike Badcock

Cllr Margaret Crick

Cllr Angela Lawrence

Cllr David Pope

One Vacancy (Conservative Group nomination – appointment delegated to Conservative Group Leader).

- (d) At its meeting on 25th January the Council approved a recommendation that the Council creates a Traffic Advisory Committee. It is suggested that this comprise five members. The following nominations have been made by the council's political groups and it will be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring that the membership of this Group be:

Cllr Alice Badcock

Cllr Jeanette Halliday

Cllr Helen Pighills

Cllr Andrew Todd

One Vacancy (Conservative Group Nomination – appointment delegated to Conservative Group Leader).

(e) The Council should **note** that Standing Committees also have the power to establish Working Groups to assist in the delivery of specific tasks and should be time bound.

(f) Please **note** that Committees, Sub-Committees and Working Groups also have the power to co-opt non-Members. These co-options are made directly by those bodies.

(g) Finally it should be **noted** that the Mayor and the Chairman of the Finance and General Purposes Committee (Leader) are ex-officio voting Members of all Council Standing Committees and ex-officio non-voting Members of all other Council bodies.

Nigel Warner

Town Clerk

10th May 2017.

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 10th May 2017

Report of the Town Clerk

AGENDA ITEM 12: REPRESENTATION ON OUTSIDE BODIES

The Council is requested to consider appointments to the following outside bodies to the period of the next Annual Meeting (May 2018). The following nominations have been made by the Council's political groups and will be proposed by Cllr Mike Badcock and seconded by Cllr Samantha Bowring as follows:

Abingdon Air Training Corps	Cllr Brian Hedley
Abingdon Bridge	Cllr Sandy Lovatt
Abingdon & District Twin Towns' Society	Cllr Michael Badcock
Abingdon Foyer Stakeholders' Group	Cllr Sandy Lovatt
Albert Memorial Trust	Cllr Jeanette Halliday Cllr David Pope
Citizens' Advice Bureau	Cllr Monica Lovatt
Earth Trust Local Stakeholders' Group	Cllr Vicky Jenkins
Friends of Abingdon	Cllr Michael Badcock
Neighbourhood Action Group	Cllr Robert Hall
NE Abingdon Community Association	Cllr Lorraine Oates
Oxfordshire Pensions Forum	Cllr Dennis Garrett
Parish Transport Representative	Cllr Robert Hall
River Users' Group (RUG)	Cllr Michael Badcock

Note that at the Annual Meeting held on 13th May 2016 the Council appointed three nominative governors to Christ's Hospital of Abingdon for a four-year term to serve until the Annual Meeting of the Council due to take place in May 2019.

Cllr Andrew Todd has resigned as a nominative governor of Christ's Hospital leaving a vacancy for a nominative governor. Cllr Helen Pighills has been nominated for this appointment.

The other two nominative governors, who remain in post, are:

Cllr Michael Badcock

Cllr Monica Lovatt

Nigel Warner
Town Clerk
10th May 2017