

**Minutes of the Annual Meeting of the Council on Wednesday 9<sup>th</sup> May 2018 in St Helen's Church, Abingdon-on-Thames.**

**Present**

Cllr Jan Morter	Mayor 2017/18
Cllr Margaret Crick	Mayor 2018/19
Cllr David Pope	Deputy Mayor 2017/18
Cllr Alice Badcock	
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 Angela Lawrence	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr Andrew Todd	

**In Attendance**

Mr Nigel Warner	Town Clerk
Mr Nigel Luker	Macebearer

1 **Prayers**

Prayers were led by the Revd Dr Charles Miller.

2 **Apologies**

Apologies for absence were received from Cllr Sandy Lovatt.

3 **Declarations of Interest**

There were no declarations of interest.

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

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

- Emma Beacham, in recognition of her contribution to the life of the town and her outstanding service as a volunteer with the Abingdon More In Common Group;
- Anne Smart, in recognition of her contribution to the life of the town and her outstanding service as a volunteer with Abingdon Carbon Cutters and Abingdon Cuts Plastic Group;
- Shirley Thompson, in recognition of her contribution to the life of the town and her outstanding service as a volunteer with the Abingdon Child Contact Centre.

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:

- OC Lauren Ball (Sea Cadet);
- L/Cpl Will Smith (Army Cadet).

The Mayor presented cheques to representatives of her charities. She presented cheques to:

- The Abingdon Bridge (£1,515.90)
- Against Breast Cancer (£1,715.89).

#### 5 **Election of Mayor**

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

On being put to the vote it was **resolved** that Cllr Margaret Crick be elected Mayor of Abingdon-on-Thames for the 2018-2019 civic year.

The Mayor was invested with her chain of office, installed and made the Statutory Declaration of Acceptance of Office. She then took the chair.

The Mayor announced that her Escorts would be her sons, Mr David Crick and Mr Michael Crick. The badge of office of the Mayor's Escort was presented.

The Mayor then made a short address and thanked the Council for electing her to the office of Mayor.

6 **Election of Deputy Mayor**

It was proposed by Cllr Alice Badcock and seconded by Cllr Vicky Jenkins that Cllr David Pope be elected as Deputy Mayor of Abingdon-on-Thames for the ensuing year.

On being put to the vote, it was **resolved** that Cllr David Pope be elected Deputy Mayor of Abingdon-on-Thames for the 2018-2019 civic year.

The Deputy Mayor was then invested with the badge of office and installed by the Mayor.

The Deputy Mayor made the Statutory Declaration of Acceptance of Office and announced that his Escort would be Dr Halcyon Pope. He presented the Deputy Mayor with her badge of office.

The Deputy Mayor then made a short address and thanked the Council for electing him to the office of Deputy Mayor.

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

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

Cllr Jan Morter 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, sub-committees and working groups 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 to allow them to appoint their

chairmen and vice-chairmen. The meetings will be conducted by the Mayor.”

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 2018/19, are recorded below:

- (a) Planning and Highways Committee.  
Chairman: Cllr David Pope (proposed by Cllr Mike Badcock; seconded by Cllr Vicky Jenkins).  
  
A Vice-Chairman was not appointed.
  
- (b) Amenities and Recreation Committee.  
Chairman: Cllr Alice Badcock (proposed by Cllr Helen Pighills; seconded by Cllr Vicky Jenkins).  
Vice-Chairman: Cllr Helen Pighills (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 Andrew Todd (proposed by Cllr Vicky Jenkins; seconded by Cllr Alice Badcock).
  
- (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 Mike Badcock; 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 Dennis Garrett and seconded by Cllr Alice Badcock).  
Vice-Chairman: Cllr Dennis Garrett (proposed by Cllr Mike Badcock and seconded by Cllr Alice Badcock).

*The Mayor then reconvened the meeting.*

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 as appendix 3.

11 **Announcements by the Mayor**

The Mayor announced:

- (a) Her appointment of Revd Dr Charles Miller as the Mayor's Chaplain.
- (b) That the Civic Service would take place at the Parish Church of St Helen on Sunday 9<sup>th</sup> September 2018 at 10.30am.
- (c) Her appointment of Mayor's Cadets for 2018/19:
  - Able Cadet Charlie Young of the Sea Cadets;
  - Lance Corporal Kirby Powell of the Army Cadets;
- (d) The Mayor's Charities for 2018/19:
  - Abingdon Carousel;
  - Be Free Young Carers.
- (c) That all members of the public were invited to join the Council for a reception in the South Aisle following the ceremony.

12 **Closing Prayers**

Closing prayers were said by Rev Dr Charles Miller.

13 **The National Anthem**

The meeting closed with the singing of the National Anthem.

There being no further business the meeting rose at 8.20 pm.

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Signed

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Date

**Abingdon-on-Thames**  
**Annual Meeting of the Council and Mayor Making**  
**9<sup>th</sup> May 2018**

**Agenda item 4a: Mayor's Awards**

Awards are to be presented by the outgoing Mayor, Cllr Jan Morter, as follows:

*Please note that we print details as supplied by the recipients.*

**Awarded to Emma Beacham for services to the community as the founder of Abingdon More In Common Group.**

Inspired by the passion of the late British MP, Jo Cox, More in Common aims to bring communities together to celebrate what unites them. The Abingdon More in Common group focuses on the actions we can take at a local level to connect our community and reduce isolation. Emma started the group as a tribute to her friend Jo and has had strong support from others in the community who felt that they wanted to work towards the same aim. With Host Abingdon the group started a monthly Communi-tea Drop-in on the second Saturday of the month at St Ethelwold's House, which has been very worthwhile in connecting people- both those new to Abingdon, and anyone who lives in the town and would like to meet other people. Last June, in conjunction with three other local community groups More in Common organised a "Great Get Together" bring and share lunch, which was great fun- and will take place again this year on the 24<sup>th</sup> June at St Ethelwold's House - please come along! The group plans to organise more events, including a photography exhibition celebrating the people of Abingdon, and a Human Library.

**Awarded to Anne Smart for services to the community, as a volunteer for the Abingdon Cuts Plastic Group / Abingdon Carbon Cutters.**

Anne retired from Social Work nearly 2 years ago, and since then has become an active member of Abingdon Carbon Cutters, which is a Community Action Group. Carbon Cutters raise awareness about environmental issues in the town, for example on air quality and sustainable housing, as well as promoting growing and cooking local food.

Her involvement is in the Abingdon Cuts Plastic sub-group of Carbon Cutters. Their aim is to involve the whole town in doing its best to reduce the harm caused by plastic pollution. Many people and businesses are already on board with this and have made changes, by encouraging individuals, organisations and retailers to find

alternatives to single-use plastic wherever possible, for example in packaging, coffee cups and straws, and using reusable drinking water bottles.

They started their campaign in January and conducted a plastics survey of cafes in February. In April they had a week's launch in the Community Free Space, to which over 160 people visited.

They now have the Refill initiative in Abingdon, and an outlet for SESI refillable detergents; both great for reducing the need to buy a new plastic bottle.

The groups plans, going forward, are to continue to find ways to encourage further reduction in plastics use, and increased recycling, also litter-picking. They already have the support of some Councillors and businesses and have plans to involve local schools.

Anne said she is honoured to be receiving the award but wanted to stress that the Plastics group is made up of several people who are giving their time and energy to the campaign, and members of Carbon Cutters who have been working for over 10 years for the improvement of Abingdon's environment.

**Awarded to Shirley Thompson for services to the community, as a volunteer with the Abingdon Child Contact Centre.**

The Abingdon Child Contact Centre was started 20 years ago and aims to help children who parents are separated. Where there is no alternative it offers a neutral and comfortable place where children can enjoy contact with the parent who does not live with them.

The Centre offers a large sitting/play area with toys and games for all ages and there is space for quiet conversation. It is a safe, comfortable and neutral ground for children and parent to relax and enjoy each other's company. Tea, coffee and soft drinks are available to buy.

The Centre is part of the National Association of Child Contact Centres and is run by local volunteers. The Abingdon Contact Centre is held in the church hall at the rear of the Baptist Church in Ock Street.

Shirley has been involved with the Centre as a volunteer for 20 years, and as the coordinator for the past six years.

APPENDIX 2

**Abingdon-on-Thames Town Council**

**Annual Meeting and Mayor-Making**

**Wednesday 9<sup>th</sup> May 2018**

**Report of the Town Clerk**

**AGENDA ITEM 8: MEMBERSHIP OF COUNCIL COMMITTEES AND SUB-COMMITTEES**

**Standing Committees**

Much of the Council's business is delegated to various Committees. The terms of reference and size 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 10<sup>th</sup> May 2017 stand down at this evening's Annual Meeting, together with the respective Chairmen and Vice-Chairman. Therefore, the Council must now appoint Committees for 2018/19.

Standing Orders require 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 (13<sup>th</sup> May 2019):

**Planning, Highways and Consultations Committee**

9 members

Cllr Michael Badcock  
Cllr Samantha Bowring  
Cllr Jeanette Halliday  
Cllr Brian Hedley



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Cllr Vicky Jenkins  
Cllr Angela Lawrence  
Cllr Patrick Lonergan  
Cllr Lorraine Oates  
Cllr David Pope  
Amenities & Recreation Committee

7 Members

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

Community Services Committee

7 Members

Cllr Alice Badcock  
Cllr Neil Fawcett  
Cllr Vicky Jenkins  
Cllr Monica Lovatt  
Cllr Jan Morter  
Cllr Lorraine Oates  
Cllr Andrew Todd

County Hall Museum Management Committee

7 Members

Cllr Samantha Bowring  
Cllr Dennis Garrett  
Cllr Brian Hedley  
Cllr Angela Lawrence  
Cllr Patrick Lonergan  
Cllr Monica Lovatt  
Cllr Helen Pighills

### Guildhall Committee

7 Members

Cllr Michael Badcock  
Cllr Margaret Crick  
Cllr Neil Fawcett  
Cllr Dennis Garrett  
Cllr Robert Hall  
Cllr Brian Hedley  
Cllr Jan Morter

### 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 to 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 (13<sup>th</sup> May 2019). 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) 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:

Cllr Alice Badcock  
Cllr Mike Badcock  
Cllr Angela Lawrence  
Cllr David Pope  
Vacancy (opposition group)

(c) Traffic Advisory Committee. This comprises of 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 Monica Lovatt  
Cllr Helen Pighills  
Cllr Andrew Todd

(f) 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.

Committees, Sub-Committees and Working Groups also have the power to co-opt non-Members. Co-options must be approved by the parent committee.

(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  
9<sup>th</sup> May 2018.

**Abingdon-on-Thames Town Council**

**Annual Meeting and Mayor-Making**

**Wednesday 9<sup>th</sup> May 2018**

**Report of the Town Clerk**

**AGENDA ITEM 10: REPRESENTATION ON OUTSIDE BODIES**

The Council is requested to consider appointments to the following outside bodies to the period of the next Annual Meeting (13<sup>th</sup> May 2019). 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

Nominative governors to Christ's Hospital of Abingdon

Note that at the Annual Meeting held on 13<sup>th</sup> May 2015 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. One of the nominative governors resigned ahead of the Council's Annual Meeting of 10<sup>th</sup> May 2017 and another Member was appointed to take his place.

The nominative governors are:

Cllr Michael Badcock;  
Cllr Monica Lovatt;  
Cllr Helen Pighills.

Nigel Warner  
Town Clerk  
9<sup>th</sup> May 2018