



ABINGDON-ON-THAMES TOWN COUNCIL

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24th March 2017

To: All Members of the Finance and General Purposes Committee

Cllr Michael Badcock
Cllr Dennis Garrett
Cllr Samantha Bowring
Cllr Margaret Crick

Cllr Monica Lovatt
Cllr Sandy Lovatt
Cllr Jan Morter
Cllr Helen Pighills
Cllr David Pope
Cllr Andrew Todd
Cllr Alice Badcock

Chairman
Vice-Chairman & Chairman of Guildhall Committee

Chairman of Planning, Highways & Consultations
Committee

Chairman of CH Museum Management Committee
Chairman of Amenities & Recreation Committee

Chairman of Community Services Committee
Mayor of Abingdon-on-Thames (Ex-officio)

Dear Member,

Your attendance is requested at a Special Meeting of the Finance and General Purposes Committee to be held on Wednesday 29th March 2017 in the Royse Room at the Guildhall, Abbey Close, Abingdon-on-Thames. This meeting will take place during an adjournment of the Council meeting which is taking place that evening.

Should you have any queries regarding any matters relating to the agenda, please contact Nigel Warner on 01235 522642.

Yours sincerely

N E Warner
Town Clerk

AGENDA

SECTION I (Open to the Public Including the Press)

1 Apologies

To receive any apologies for absence.

2 Declarations of interest

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

3 Minutes

To sign as a correct record the attached minutes of the meeting of the Finance and General Purposes Committee held on 14th March 2017 (previously circulated, attached).

4 Matters arising

To discuss any matters arising not covered elsewhere on the agenda.

5 Statements and Questions from the Public

To receive any statements and questions; these should be submitted in writing to the Town Clerk no later than 5pm on Monday 27th March 2017. This may either be by letter to the address above or by e-mail to enquiries@abingdon.gov.uk, with a copy to nigel.warner@abingdon.gov.uk.

6 Matters referred

Report of the Town Clerk

The following matters have been referred to the Finance and General Purposes Committee as they have financial and policy implications:

Minute 46 of 23rd March 2017 – Guildhall Development Project

RECOMMENDED

1. To instruct the architect to enter into detailed discussion and negotiation with the District Council and Historic England in relation to the proposals for the staircase / lift and report back to this Committee at its next meeting.
2. To instruct the architect to undertake further work in relation to the proposals for (i) the refurbishment of the Guildhall reception to improve disabled access and the provision of disabled access from reception to the Old Magistrates Court and (ii) for the extension to the Guildhall (as detailed above) and to, on behalf of the Town Council, make an application for planning permission and listed building consent to undertake this work. In relation to this part of the project it is noted that part of the pre-planning application advice which was currently ongoing, there may need to be alterations to these plans and

consequently it was further recommended that authorisation for changes to details, whilst retaining the broad principles as presented to this Committee, be delegated to the Guildhall Development Working Group.

3. That the capital budget for the Guildhall Development Project, as outlined in the report of the Town Clerk and at the meeting, be set at £1,019,486, this sum to be incurred over the two financial years 2017/18 and 2018/19 and financed from the deferred grant from the Vale of White Horse District Council.
4. That authority be delegated to the Town Clerk in consultation with the Guildhall Development Working Group to incur expenditure of up to £25,000, in addition to the £10,000 already allocated, towards the costs of the project, including necessary professional surveys and fees, from the budget recommended above (£1,019,486).

Note that there is not anticipated to be any confidential business to consider. However the Chairman may, at any time, move a resolution to exclude the public, including the press, should it be necessary to discuss any matters which need to be discussed in confidential session in which case the appropriate resolution will be moved.

**Abingdon-on-Thames Town Council
Draft Minutes of the Finance & General Purposes Committee
on Tuesday 14th March 2017 at 7pm
in the Roysse Room, Guildhall, Abingdon-on-Thames.**

Present

Cllr Mike Badcock	Chairman
Cllr Dennis Garrett	Vice-Chairman and Chairman of Guildhall Committee
Cllr Samantha Bowring	
Cllr Margaret Crick	Chairman of Planning, Highways & Consultations
Cllr Monica Lovatt	Chairman of CH Museum Management Committee
Cllr Sandy Lovatt	Chairman of Amenities & Recreation Committee
Cllr Helen Pighills	
Cllr David Pope	
Cllr Andrew Todd	

In Attendance

Cllr Robert Hall	
Mr Nigel Warner	Town Clerk
Mr Steve Rich	Head of Services/Assistant Town Clerk
Mrs Susan Whipp	Treasurer/RFO (Clerk to the meeting)

F139 Apologies

Apologies for absence were received from Cllr Alice Badcock (Mayor of Abingdon-on-Thames, ex-officio).

F140 Declarations of interest

In relation to minute F147 (Members Allowances) it is noted that under the Local Code of Conduct there is a general dispensation to allow for Members to remain in the meeting and to vote on this matter.

F141 Minutes

The Committee received and considered the minutes of the meetings of the Finance and General Purposes Committee held on 10th January 2017.

With reference to minute F129, it was noted that Mr Neil Tabor should read as Mr John Tabor.

It was **RESOLVED** that subject to the correction to minute F129, the minutes of the meeting of the Finance and General Purposes Committee held on 10th January 2017 be agreed as a correct record and signed by the Chairman.

(Cllrs Samantha Bowring and Helen Pighills arrived, it being 7:03pm)

F142 Statements and Questions from the public

None.

F143 **Matters referred from other Committees**

There were no matters referred from other Committees.

F144 **Personnel Sub-Committee**

The Committee received and considered the minutes of the Personnel Sub-Committee held on 23rd January 2017. The Town Clerk gave a verbal update, informing members that the vacancies are currently being advertised, with a closing date of Friday 17th March 2017.

It was **RESOLVED** that the minutes of the meeting of the Personnel Sub-Committee held on 23rd January 2017 be approved, together with the recommendations contained therein.

F145 **Environmental Working Group**

The Committee received and considered the notes of the meeting of the Environmental Working Group held on 16th November 2016.

Cllr David Pope gave a verbal report of the meeting held on 9th March 2017 and explained that it had been agreed that the working group would continue to meet.

It was **RESOLVED** that the notes of the meeting of the Environmental Working Group held on 16th November 2016 be approved, together with the recommendations contained therein.

F146 **Policy Review Working Group**

The Committee received and considered the notes of the meeting of the Policy Review Working Group held on 26th January 2017.

It was **RECOMMENDED**:

- (i) That the Council's current policy in relation to flying of flags from the County Hall, as attached to the notes, be confirmed as Council policy
 - For: 6 votes
 - Against: 3 votes

- (ii) That if a proposal was received then consideration could be given to other ways in which organisations could mark events e.g. through projection of light onto the County Hall, subject to approval by the Council and subject to compliance with relevant health and safety regulations and guidance
 - For: 6 votes
 - Against: 3 votes

- (iii) That organisations who have booked the Market Place for an event be permitted to fly, from the Market Place, an appropriate flag related to their organisation / event, for the duration of their event.
 - For: unanimous

- (iv) That the Council can, on request and subject to a minimum of two weeks' notice, arrange for the Market Place flag poles to be installed for specific events in order to fly a flag(s) for which a charge of £50 plus VAT would be made in order to cover the Council's costs
 - For: unanimous
(it was confirmed that the charge would be £50 per flag pole)

- (v) That the Council cease the practice of allowing banners to be placed on the Market Place for reasons set out in the notes of the meeting.
 - For: unanimous

It was **resolved**:

- (vi) That the charge for use of the power points on the Market Place remain at £10 plus VAT
 - For: Unanimous

- (vii) That where organisations are authorised by the Town Clerk to sell alcohol on the Market Place under the Town Council's premises licence, that they be requested to designate a personal licence holder who will attend the event and be present at all times and that the Town Council requires the full details of the nominated personal licence holder so that these can be checked with the issuing authority. In these circumstances, a charge of £10 plus VAT would be made on each and every occasion that a group wishes to sell alcohol.
 - For: Unanimous

- (viii) That where an organisation which wishes to sell alcohol on the Market Place under the terms of the Town Council's premises licence does not choose to provide a personal licence holder, that the Town Clerk makes an assessment of the risks involved in relation to the Council's licence. Should the Town Clerk consider that authorisation may be given to the organisation to sell alcohol then he would, as the Council's designated premises supervisor / personal licence holder and as is the current practice, require organisations to provide details of those persons selling alcohol. Those persons would then need to be interviewed and trained in relation to their responsibilities by the Town Clerk and that furthermore the Town Clerk would then need to attend at the start of the event to ensure that the terms of the licence were being complied with. The appropriate charge for this service was recommended at £50 plus VAT. It should be noted that, in these circumstances, permission for the Council's alcohol licence to be

utilised would also be dependent on the availability, on the day, of the Town Clerk who at present was the only member of staff with a personal licence.

- For: unanimous

- (ix) That additional staff be trained as personal licence holders
 - For: Unanimous

- (x) That it be emphasised that no organisation may sell alcohol on the Market Place without permission from the Council, and that the Town Clerk may, if he has any concerns regarding any event refuse permission or suspend the sale of alcohol at the event
 - For: Unanimous

Subject to the above it was **RESOLVED** that the notes of the meeting of the Environmental Working Group held on 26th January 2017 be approved.

F147 **Financial Report**

The Committee received and considered the report of the Treasurer / RFO.

It was **RESOLVED** that:

- (i) The schedule of accounts for the period 1st December 2016 to 31st January 2017 be approved;
- (ii) The management accounts for the period up to 31st January 2017 be approved;
- (iii) The interim report of the Internal Auditor be approved;
- (iv) The monthly bank statements be reviewed and signed off by the Chairman of Finance and General Purposes Committee each month;
- (v) That authority be delegated to the RFO, in consultation with the Chairman of Finance and General Purposes Committee to investigate alternative banking providers for deposit of savings and reserves
- (vi) With effect from 1st April 2017, a charge is made for the certifying of Life Certificates, of £5 (inc VAT) for Abingdon (parish) residents and £10(inc VAT) for Non-Abingdon residents

It was **RECOMMENDED** that:

- (i) in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 (as amended) the allowance for Town Council members for the year commencing 1st April 2017 to remain at 20% of the district council's basic allowance, based on the agreed district council allowances resulting from the District Council meeting to be held on 17th May 2017.

- (ii) travel and subsistence allowances be paid for the following approved duties: attendance at conferences of the National Association of Local Councils, attendance at the County Council Museums Joint Working Party, and attendance at other such meetings outside of the Parish as

are approved by the Town Clerk in consultation with the Chairman of the Finance and General Purposes Committee. The relevant rate is the mileage rate set by the NJC (National Joint Council for Local Government) if travelling by car or the cost of standard class public transport. Subsistence allowance is at the rates agreed by the NJC.

- (iii) in accordance with the Local Government Act 1972 Sections 15 (5) and 34 (5), the mayor be paid an allowance of £3,270 for 2017-18.

The Committee considered the report of the Internal Auditor. It was **RECOMMENDED** that: the loan of £1,500 made to Abingdon Town Football Club be reclassified as a community grant.

F148 Committee terms of reference and schedule of meetings 2017/18

The Committee received and considered the report of the Town Clerk. Members considered the calendar of meetings. It was noted that the meeting of Amenities and Recreation Committee on 31st May 2017 clashes with a District Council meeting and it was agreed this could be moved to 24th May 2017.

It was **RECOMMENDED** that, subject to changing the date of the Amenities and Recreation Committee from 31st May 2017 to 24th May 2017, the calendar of meetings for 2017/18 be approved. *Note that for the Town Council meeting, this will be a separate agenda item.*

F149 General report of the Town Clerk

The Committee received and considered the general report of the Town Clerk.

The Committee agreed the report of the Town Clerk subject to the tablet offered to Members being a Samsung. It was agreed that a note be circulated to members asking if they would wish to be provided with a tablet. The Chairman, Cllr Mike Badcock, also suggested that two further tablets be provided for use by the Head of Services and the Cemetery Supervisor when they are away from the offices.

It was **RESOLVED** that the report of the Town Clerk be approved, together with the recommendations contained therein.

F150 Publicity

The Committee received and considered any areas requiring publicity. It was noted that the Mayor, Cllr Alice Badcock, will be presenting cheques to those bodies who have recently been awarded community grants.

F151 Date of next meeting 2017/18

The Committee noted the date of the next meeting, Tuesday 13th June 2017. This is subject to the Calendar of Meetings being approved at the Full Council

Meeting on 29th March 2017.

F152 **Exclusion of the public, including the press**

It was moved by the Chairman of the Committee, Cllr Mike Badcock and **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.

F153 **Confidential Appendix**

The Committee received and considered the draft confidential appendix to the minutes of the meeting of the Finance and General Purposes Committee of 10th January 2017.

It was **RESOLVED** that the draft confidential appendix of the meeting of 10th January 2017 be approved as a correct record.

F154 **Confidential Appendix to the minutes of the Personnel Sub-Committee**

The Committee received and considered the draft confidential appendix to the minutes of the meeting of the Personnel Sub-Committee of 23rd January 2017.

It was **RESOLVED** that the draft confidential appendix of the meeting of 23rd January 2017 be approved as a correct record.

F155 **Property Matters**

The Committee received and considered the confidential report of the Town Clerk.

It was **RESOLVED** that the actions of the Town Clerk be endorsed.

F156 **Staffing Matters**

The Committee received and considered the confidential report of the Town Clerk.

It was **RESOLVED** that the report of the Town Clerk be approved, together with the recommendations contained therein.

The Meeting rose at 8:20pm.