

## Abingdon-on-Thames Town Council

### Minutes of the Guildhall Committee held on Thursday 21<sup>st</sup> May 2019 at 8:10pm

*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 Margaret Crick	Chair
Cllr Grace Clifton	Vice Chair
Cllr Cheryl Briggs	
Cllr Neil Fawcett	
Cllr Andrew Foulsham	
Cllr Charlie Birks	(ex-officio Mayor)
Cllr Samantha Bowring	(ex-officio Chair F & GP Committee, Leader)

#### **In Attendance**

Mrs Jo Blackmore	Administrative Assistant (Clerk to the meeting)
Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer and Responsible Financial Officer

#### G1 **Apologies for Absence**

None.

#### G2 **Declarations of Interest**

None.

#### G3 **Minutes**

Members received and considered the minutes of the meeting of the Guildhall Committee of 5<sup>th</sup> March 2020.

It was proposed by Cllr Neil Fawcett, seconded and **resolved** that the minutes of the meeting of the Guildhall Committee of 5<sup>th</sup> March 2020 be agreed as a correct record and signed by the Chair.

G4 **Matters arising**

The business risk assessment had been completed but required further updating and review due to the Covid-19 pandemic.

G5 **Committee membership**

It was reported that the Covid-19 pandemic had resulted in the waiving of the requirement for an annual meeting of the Council in 2020 and therefore all committee places would remain in place until such time as determined by the Council.

G6 **Public participation**

None.

G7 **Covid-19**

Members received and considered the report of the Town Clerk.

It was noted that in accordance with government regulations, the Guildhall including the Abbey Cinema, remained closed and would do so until such time as restrictions in relation to these services are lifted. This would not be until July 2020 at the earliest. Ahead of re-opening there would be a significant amount of work to ensure that the services delivered from the Guildhall complex could be delivered in accordance with regulations and guidance which will be in place.

The Council continued regular inspections of the properties and during the lockdown. A number of maintenance works had to be put on hold but with the easing of restrictions these were now being re-scheduled. Similarly progress of planned capital/ maintenance works for 2020/21 had also been halted although again these were able to start progressing again with the easing of restrictions.

The Committee felt that whilst the date when it would be possible to reopen the historic rooms may not be known the financial impact on the service of to social distancing considerations (likely to lead to reduction in capacity) and more intense cleaning regimes (likely to mean that there would have to be more time left between hires) would have to be taken in to account.

**Resolved:** that the report of the Town Clerk be approved.

G8 **Financial report**

Members received and considered the report of the Treasurer and Responsible Finance Officer in relation to the Guildhall.

**Resolved:** that the report of the Treasurer/ Responsible Finance Officer in relation to the Guildhall be approved.

i. **Management Accounts for the full year 2019 - 2020**

Members received and considered the full management accounts from the Treasurer/ Responsible Finance Officer in relation to the Guildhall.

It was proposed by Cllr Grace Clifton and seconded by Cllr Cheryl Briggs and **RESOLVED** that the full management accounts in relation to the Guildhall be approved.

ii. **Management Accounts for year to date**

Members received and considered the year to date management accounts from the Treasurer/ Responsible Finance Officer in relation to the Guildhall.

It was proposed by Cllr Neil Fawcett and seconded by Cllr Cheryl Briggs and **RESOLVED** that the year to date management accounts in relation to the Guildhall be approved.

G9 **Environmental implications**

The committee suggested that while the building was closed some of the environmental projects particularly the flat roof was completed. The Town Clerk agreed to this in principle however social distancing must be considered and recent events may influence which projects are undertaken. These will be considered further in the confidential meeting.

A risk assessment regarding contractors has been issued.

G10 **Publicity**

**Action:** The committee requested that instructions were added to Abingdon Town's website on how to access the Town Council's online meetings.

G11 **Dates of meetings**

**Action:** The councils full meeting calendar to be posted online.  
The date for the next Guildhall committee meeting is proposed to be on Thursday 2<sup>nd</sup> July 2020.

G12 **Exclusion of the public, including the press**

The Chair moved and it was **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.

G13 **Confidential appendix to the minutes**

Members received and considered the confidential appendix of the meeting of the Guildhall Committee of 5<sup>th</sup> March 2020.

It was proposed by Cllr Neil Fawcett and seconded by Cllr Grace Clifton and **resolved** that the confidential appendix of the meeting of the Guildhall Committee of 5<sup>th</sup> March 2020 be agreed as a correct record and signed by the Chair.

G14 **Guildhall Complex of buildings – property matters**

Members received and considered the confidential report of the Town Clerk in relation to the Guildhall complex of buildings.

See confidential appendix for further detail and recommendations.

The meeting rose at 9:15 pm.