

**Abingdon-on-Thames Town Council**

**Draft Minutes of the Community Services Committee held on Tuesday 15th May 2018 at 7.00 pm in the Roysse Room, the Guildhall.**

**Present:**

Cllr Vicky Jenkins	Chairman
Cllr Andrew Todd	Vice Chairman
Cllr Alice Badcock	
Cllr Neil Fawcett	
Cllr Monica Lovatt	
Cllr Mike Badcock	Chairman of F & G P Committee (Ex-officio)

**In Attendance:**

Mr Nigel Warner	Town Clerk
Miss Louise Brown	Administrative Assistant (Clerk to the meeting)
One member of the public	

CS5 **Apologies for Absence**

Apologies were received from Cllr Lorraine Oates, Cllr Jan Morter and Cllr Margaret Crick (Mayor of Abingdon-on-Thames, Ex-officio)

CS6 **Declarations of Interest**

None.

CS7 **Minutes**

The Committee received and considered the minutes of the meetings held on 27<sup>th</sup> February 2018 and 9<sup>th</sup> May 2018.

**Resolved:** that the minutes of the meetings held 27<sup>th</sup> February 2018 and 9<sup>th</sup> May 2018 be agreed as a correct record and signed by the Chairman.

CS8 **Matters Arising**

Cllr Alice Badcock asked for an update in relation to the impending implementation of the General Data Protection Regulations. The Town Clerk stated that the Council is addressing the various issues with its ICT support company.

CS9 **Statements and Questions from the Public**

Ms Helen Eccleston of “Abingdon Music Centre Trust” to speak in support of their application.

In speaking to the application Ms Eccleston made the following points:

- This grant application forms part of a larger application (total £97,000).
- Explained this project is focusing on encouraging children to continue playing instruments during secondary school and discussed studies that show how important this is.

Members then had the opportunity to ask questions of Ms Eccleston. In discussion the following points were made:

- A member asked how the project will help students not performing so well at school. Ms Eccleston responded that this project will work with all students regardless of academic achievement.
- A member asked if there was any overlap with the County Music Service. Another member stated that the County Music Service was funded on a self-funding basis in relation to students, who paid for their lessons and the service did not do as much as it used to. Ms Eccleston confirmed that the work undertaken was different and this project will be targeting and helping children that may not necessarily feel the benefits of the County Music Service.
- A member asked why Larkmead School cited in the application and John Mason and Fitzharrys were excluded. Ms Eccleston confirmed that Larkmead was simply the location for the Summer school and that all students will be welcome.

*Ms Eccleston left the meeting at this point.*

CS10 **Website and printed communications**

The Councils Website Designer Mr Alpay Beler was present to discuss potential enhancements/upgrades to the website and any addition actions which were recommended in relation to the General Data Protection Regulations.

Website Designer confirmed the Council did not have any immediate website concerns regarding GDPR as there is no information captured from the website.

Mr Beler recommended having a newsletter related to the website. Members considered but it was noted that this would require officers to produce and be responsible for the newsletter and this extra staff time would need to be taken into account before deciding to proceed with this suggestion.

Mr Beler further recommended that work could be undertaken to make the website more accessible for mobile phone users.

Finally Mr Beler suggested taking the business directory website pages to an enhanced level and offering them to businesses in return for a fee. This would allow the businesses to add their own content and essentially use the page as their own website. He noted that there were approximately 500,000 visitors to the website each year.

There was a discussion regarding the staffing requirement in relation to an enhanced business directory and the cost of development. It was suggested the Town Council should aim to create a partnership with The Chamber for this project if it was decided to proceed.

**Resolved:** Mr Beler to come back with a costed proposal in relation to the above suggestions, to be considered at the next Community Services Meeting. Officers to contact The Chamber regarding the suggestion of an enhanced business directory.

#### CS11 Summer Events Sub Committee

**Resolved**

that the following be appointed to the Summer Events Sub-Committee for 2018/19: Cllrs Alice Badcock, Vicky Jenkins, Jan Morter, Helen Pighills and Andrew Todd.

The Committee received and considered the minutes of the meetings held on 28<sup>th</sup> March 2018 and 24<sup>th</sup> April 2018.

**Resolved:** that the minutes of the meetings held 28<sup>th</sup> March 2018 and 24<sup>th</sup> April 2018 be agreed as a correct record and signed by the Chairman.

**CS12 Financial Report**

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

Management Accounts for the year to date

**Resolved:** that the management accounts for the Community Services Committee for the year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 be noted and approved.

**CS13 Grant Applications**

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

It was **resolved** that the grant applications be determined as follows:

	<b>Name of Applicant</b>	<b>Purpose of grant</b>	<b>Grant determination</b>
1	Rotary Club of Abingdon Vesper (d)	Abingdon Food and Drink Festival – 23 <sup>rd</sup> June 2018	£875 <i>subject to receipt of accounting statements</i>
2	Abbey Brass Band (a)	Additional items to uniform – jumpers and waterproof jackets with logo	£850
3	Smash! Badminton Club (f)	Enhance learning project – access to a professional coach for young people	£480 <i>subject to receipt of accounting statements</i>

4	Friends of Abingdon Civic Society (d)	Heritage Open Days – September 2018	£700 to be used towards publicity and printing
5	Oxfordshire Play Association (b)	Play and activity day at Southern Town Park, Saturday 21 <sup>st</sup> July 2018	£1000 subject to receipt of accounting statements
6	Abingdon Music Centre Trust (a)	Purchase of a set of instruments to support activities to encourage students to learn instruments	£1000 subject to receipt of accounting statements

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.

#### CS14 **General report of Town Clerk**

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

It was noted that by law, the Town Council is the market authority and owns the rights to hold a market. Any markets must be authorised by the Council.

The Council has two established markets; the Monday Market (retail market) and the monthly Friday Market (Farmers' Market) on the third Friday. The Council had powers under the Food Act 1984 to create new markets to allow trading activities on the Market Place which would otherwise be prohibited under the Market Place Act 1978. It was further noted that this Committee has to approve any periodic or "one-off" markets which have been proposed, noting that this does not set a precedent for the future.

It was **resolved** that the report of the Town Clerk be approved and, in pursuance of its powers under the Food Act 1984 the following markets be created to trade on the days detailed below:

1. Local Excellence Markets: Saturday 30<sup>th</sup> March, 29<sup>th</sup> June, 28<sup>th</sup> September and 23<sup>rd</sup> November 2019 (organiser: Abingdon-on-Thames Chamber of Commerce).
2. Craft Markets: Saturday 27<sup>th</sup> July and 7<sup>th</sup> December 2019 (organiser: Abingdon-on-Thames Chamber of Commerce).

CS14 **Date of next meeting**

The calendar of meetings for 2018/19 was noted as follows, all meetings to start at 7.00 pm:

- Tuesday 15<sup>th</sup> September 2018.

CS15 **Exclusion of the public, including the press**

The Chairman 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.”*

CS16 **Property Matters**

The Committee received and consider the confidential report of the Town Clerk in relation to the above.

**Resolved:** that the report and the recommendations therein be approved (see resolution in confidential appendix).

The meeting rose at 8.30pm.

**Signed**.....

**Date**.....