

**Abingdon-on-Thames Town Council**

**Draft Minutes of the Community Services Committee held on Tuesday  
26th February 2019 at 7.00 pm in the Roysse Room, the Guildhall,  
Abingdon-on-Thames**

**Present:**

Cllr Vicky Jenkins	Chairman
Cllr Andrew Todd	Vice Chairman
Cllr Alice Badcock	
Cllr Margaret Crick	Mayor of Abingdon-on-Thames, ex-officio
Cllr Neil Fawcett	
Cllr Robert Hall	
Cllr Monica Lovatt	

**In Attendance:**

Miss Louise Brown	Administrative Assistant (Clerk to the meeting)
Mr Nigel Warner	Town Clerk (absent from meeting at various times for work reasons)

**CS40 Apologies for Absence**

Apologies were received from Cllr Lorraine Oates and Cllr Helen Pighills.

**CS41 Declarations of Interest**

Minute CS45, Grant Applications. Cllr Monica Lovatt and Cllr Robert Hall declared a non-pecuniary interest in the grant application in relation to the Friends of Abingdon Grant on the basis that they were both members of the society.

*Cllr Neil Fawcett joined the meeting at this point, it being 7.03 pm.*

**CS42 Minutes**

The Committee received and considered the minutes of the meeting held on 11<sup>th</sup> December 2018.

Minute CS37 – Markets

The Chairman, Cllr Vicky Jenkins asked that the minutes be amended to remove the superfluous ‘and’ in the first line and, in the third line the word replace the word ‘this’ with ‘his’.

**Resolved:** That, subject to the above amendments, the minutes of the meetings held 11<sup>th</sup> December 2018 be agreed as a correct record and signed by the Chairman.

CS43 Matters Arising

Minute CS35:

The Committee noted that the tolls for the Monday retail market and the Farmers Market included the use of the electrical points. It was **resolved** that this be made explicit in the list of fees and charges.

CS44 Statements and Questions from the Public

None.

CS45 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, as summarised in the grant application</b>	<b>Grant determination</b>
1	Abingdon Joint Schools Carnegie Forum Power (a)	Towards the cost of the 2019 Carnegie Forum Event	£500

2	Abingdon Freewheeling Power (b)	Towards the cost of the 2019 Abingdon Cycle Festival in Abingdon Market Place	£800
3	Abingdon Traditional Morris Dancers	Towards the Cost of a 2 night visit to Sint Niklaas (Twin Town in Belgium)	Declined
4	Abingdon Concert Band Power (a)	To help support the expenditure on new music to play in 2019 and future years.	£400
5	6 <sup>th</sup> Abingdon (Trinity) Scout Group Power (b)	Towards the cost of new equipment and storage facility	£1500
6	The Friends of Abingdon Civic Society Power (a)	Towards the cost that come with moving premises such as electricity checks and cleaning and some redecoration	£1000
7	Vale and West Berkshire St John Ambulance Unit Power (b)	To raise money for a medical crisis manikin	Deferred, more information required regarding area of benefit

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.

CS46 **Website and printed communications**

Members received and considered the report of the Administrative Assistant, Louise Brown, regarding the website.

**Resolved:** that the Administrative Assistant request usage statistics from the website provider and request further training for staff to enhance the understanding of the scope and capabilities of the website and its operation.

It was further **resolved** that making the website “Mobile friendly” was a priority.

CS47 **Financial Report**

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

**Resolved:** That the Committee approve the finance report.

CS48 **Risk Register Annual Update**

The Committee received and considered the updated risk register.

Cllr Andrew Todd had the following comments:

- On page 43: the use of the word ‘Immediately’ be changed to reflect what our SLR is as ‘Immediately’ was unrealistic;
- Add a note about password strength and how the passwords are not easily hackable.

Cllr Alice Badcock mentioned that she thought it would be useful to have a training session on the General Data Protection Regulations for the new council.

**Resolved:** that the above amendments made be made to the risk register and that the register be noted.

CS49 **Dates of next meeting**

The calendar of meetings for 2019/20 municipal year were noted as follows:

- Tuesday 21<sup>st</sup> May 2019;
- Tuesday 20<sup>th</sup> August 2019;
- Tuesday 19<sup>th</sup> November 2019;
- Tuesday 11<sup>th</sup> February 2020.

CS50 **Confidential appendix to the minutes of 11<sup>th</sup> December 2018**

The Committee received and considered the confidential appendix to the minutes of the meeting held on 11<sup>th</sup> December 2018.

**Resolved:** that the confidential appendix to the minutes of the meeting held 11<sup>th</sup> December 2018 be agreed as a correct record and signed by the Chairman.

CS51 **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.

The meeting rose at 7.50pm.

**Signed**.....

**Date**.....