

Abingdon-on-Thames Town Council

Draft Minutes of the Community Services Committee held on Tuesday 28th November 2017 at 7.00 pm in the Roysse Room, the Guildhall.

Present:

Cllr Vicky Jenkins	Chairman
Cllr Alice Badcock	Vice Chairman
Cllr Samantha Bowring	
Cllr Lorraine Oates	
Cllr Andrew Todd	
Cllr Mike Badcock	Chairman of F & G P Committee (Ex-officio)

In Attendance:

Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer / RFO
Mr John Tabor	Be Free Young Carers

CS25 **Apologies for Absence**

Apologies were received from Cllr Monica Lovatt and Cllr Jan Morter (Mayor of Abingdon- on-Thames, ex-officio),

CS26 **Declarations of Interest**

None.

CS27 **Minutes**

The Committee received and considered the minutes of the meetings held on 10th May 2017 and 23rd May 2017.

Resolved: that the minutes of the meetings held 10th May 2017 and 23rd May 2017 be agreed as a correct record and signed by the Chairman.

CS28 **Matters Arising**

None.

CS29 Summer Events Sub-Committee

Members received and considered the minutes as a report of the meeting of the Summer Events Sub-Committee of 31st October 2017.

Cllr Alice Badcock, Chairman of the Sub-Committee, reported that preparations for the 2018 event were already in hand.

Resolved that the minutes of the meeting of the Summer Events Sub-Committee of 31st October 2017 be approved as a report of the meeting.

CS30 Website and printed communications

Members received and considered the report of the Town Clerk in relation to the above.

In relation to the website members noted that the Town Council was one of the very first town / parish councils to have its own website in 1999. The current website dated back to 2013 and was very comprehensive in terms of its scope and was also in many ways innovative. In particular the website had a very comprehensive events listing section, enabling organisations to put their own events up on the website (subject to moderation). The “People and Places” section of the website, developed by the Abingdon & Area Archaeological & Historical Society, was a very valuable asset and, if not unique, was unusual for a town website.

Members considered possible improvements to the website but also noted that it may be premature to make material changes as there were potential implications resulting from new Data Protection legislation which would need to be considered. In addition it was noted that the District Council was undertaking work on its website and there may be some potential for joint working.

A member stated that in developing the website the Council needed to consider what messages it was trying to get out and needed to identify the audience it wished to reach.

Some concern was expressed that the “Visit Abingdon” website, under the control of the Abingdon Business Improvement District, was in certain respects duplicating what was on the town website. The rationale of the town website was that it was intended to be a “one stop shop” for all things Abingdon and to avoid having multiple websites duplicating the same information.

Resolved: To defer discussion in relation to website improvements to the next meeting.

Members considered whether to produce the "Town Crier" magazine during 2018. After full consideration it was **resolved:**

- i. not to publish the "Town Crier" magazine during 2018/19;
- ii. to transfer any underspend in relation to printed communications during the current financial year into an earmarked reserve which could be utilised should the Council at a future date need to send direct printed communication to all households in Abingdon. Members noted that the town map was due to be published in 2018/19 and would be delivered to all households in Abingdon.

CS31 Financial Report and Budget Estimates 2018/19

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 period to 31st October 2017 be noted and approved.

Projected year end Outturn 2017/18

It was noted that projected net expenditure for the Committee was £38,061, a saving against budget of £13,257. The report detailed the breakdown of the variances which were a combination of reduced expenditure and increased income. It was also noted that the saving against print media publications was £4,000 which (per minute CS30) the Committee would seek to be returned to earmarked reserves at the year end.

Resolved: that the above report be approved.

Estimates 2018/19

The Committee noted the proposed estimates with a net expenditure of £51,167 (2017/18 - £51,318).

In going through the detailed estimates, the Committee considered that the potential for various celebrations and commemorations during 2018/19, such as the commemoration for the end of the First World War, meant that the civic budget was inadequate. Consequently the Committee amended the estimates to transfer £5,000 from the media budget to the civic functions budget for 2018/19 and requested that this be reflected in the budget proposal coming from the Committee.

Recommended to the Finance and General Purposes Committee: that the estimates for the Community Services Committee for 2018/19 in the sum of £51,167, as amended above, be approved by the Council.

A member stated that if the Council wished to organise an event in relation to Heritage Day in September 2018, that this should be funded from the Community Services Committee budget rather than that of the County Hall Museum Management Committee. There followed a debate regarding this matter and a number of points were made, including the need for the Council to take full account of the starting implications of organising such events. The Committee deferred any decision in relation to its involvement in relation to Heritage Day.

CS32 Grant Applications

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

The Chairman, Cllr Vicky Jenkins, suspended Standing Orders in order to enable Mr John Tabor of “Be Free Young Carers” to speak in support of their application.

In speaking to the application Mr Tabor made the following points:

- There had been large changes in the organisation and a significant increase in the number of young carers being identified.
- The organisation provided a number of services and these included: social activities for young carers; training events; one to one emotional support for young carers, many of whom suffered anxiety and stress.
- They were just about to introduce a voluntary befriending scheme.
- Support from town and parish councils was very important. “Be Free Young Carers” had also received funding and was applying for support from a number of other organisations, including “Children in Need”.
- The organisation had changed its name following detailed market research. A focus group for young carers had been involved in choosing the name and the logo.
- Last year was a good year financially for the organisation, people had been very generous and therefore it had broken even.

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

- A member asked why the organisation had not applied to the District Council for a grant. The response was that the District Council had grant schemes which would be of benefit if the organisation had capital projects but did not have revenue schemes.
- A member queried the numbers being given on the application form in relation to members and recipients and asked what the difference was. Mr Tabor responded that members were the members of the organisation in accordance with the constitution, they paid a membership fee and ran the organisation through the Annual General Meeting, whereas recipients were those who received support from the organisation.
- It was noted on the application form that it was stated that “Be Free Young Carers” supported a total of 143 young carers who live in or attend school in the town. A member asked that a split between the young carers who were residents of the town and young carers who attended school in the town be supplied.
- A member asked what the upper age definition of a young carer was. Mr Tabor responded that legally it was up to the age of 18 but the organisation tried to support younger carers up to the age of 24.

Mr Tabor left the meeting following his presentation at 7.55pm and the Chairman, Cllr Vicky Jenkins, reinstated Standing Orders.

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

	Name of Applicant	Purpose of grant	Grant determination
1	ATOM Festival of Science and Technology (a)	Towards costs of the Festival	£1,000
2	Abingdon Freewheeling (b)	Towards the cost of the Abingdon cycling Festival.	£800

3	Be Free Young Carers	To continue the provision of expert practical and emotional support to young carers in Abingdon.	Not resolved: see recommendation below
4	2 nd Abingdon Scout Group (b)	For a new floor in the Scout Hut due to water damage/damp so that scouting can continue unhindered and in a safe manner.	£2,000
5	Christ Church on Long Furlong (a)	Towards a Christmas Lantern Trail; a candlelit guided walk with carol singing for the local community.	£125

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.

The following grant was referred to the Finance and General Purposes Committee for funding from the Community Fund with a **recommendation** to that Committee for funding as follows:

3	Be Free Young Carers (b)	To continue the provision of expert practical and emotional support to young carers in Abingdon.	£5,000
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C33 **Date of next meeting**

The calendar of meetings for 2017/18 was noted as follows, all meetings to start at 7.00 pm:

- Tuesday 27th February 2018.

C34 **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.”

C35 **Markets**

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

The Town Clerk explained that the report in relation to markets was confidential due to some of the personal details which had been included within the report.

It was **resolved**:

That basic arrangements in relation to the Monday Charter Market remain unchanged but that the Chairman of this committee arrange a meeting with Mr Jimmy James to talk about the concerns in relation to the future management of the market should personnel amongst traders change.

It was **recommended to the Finance and General Purposes Committee**, having due regard to the relative success of the market and continued difficult trading conditions faced by markets nationally, that with effect from 1st April 2018 market tolls be increased by 2.8% to £10.30 per 10 feet.

Farmers' Market

It was **resolved**:

That the Farmers' Markets continue to be operated by the TVFM Co-operative and that the basic arrangements with the Council remain as at present.

Recommended to the Finance and General Purposes Committee:

That the market tolls for 2018/19 be increased by 10% over that levied for 2017/18, in recognition of the disparity in fee charged with other commercial markets, and therefore the charge per stall should be £10.30.

Resolved: That the TVFM be requested to submit to the Town Council an account of the income and expenditure in relation to the Abingdon Farmers' Market each year.

Local Excellence and Craft Markets

It was **resolved** that a meeting be organised with the Chamber of Commerce to discuss the arrangements between the Town Council and the Local Excellence and Craft Markets. It was further agreed that the Town Council would be represented by the Chairman of the Committee, Cllr Vicky Jenkins, Vice Chairman Cllr Alice Badcock, and Cllr Lorraine Oates, together with the Town Clerk. The members would then report back to the next meeting of this committee with recommendations.

Other Occasional Markets

The Committee considered the position regarding other occasional markets, noting the Town Council's power and duties in this regard.

In discussion a member stated that it would be helpful if there was clearer guidance for those who wished to apply to organise a market in the town. It was pointed out that there were application forms to organise events on the Market Place together with guidance on the Council's website. The Chairman of the Committee stated that she was aware of the issues involved in relation to a particular market which was due to take place and she would review arrangements with the Town Clerk after the event.

Resolved: that occasional markets be continued to be regulated as they currently are but that the matter be kept under review.

The meeting rose at 9.15pm.

Signed.....

Date.....