

Minutes of the Annual Meeting of the Council on Wednesday 13th May 2015 in the Abbey Hall, Guildhall, Abingdon-on-Thames.

Present

Cllr Angela Lawrence	- Mayor 2014/15
Cllr Helen Pighills	- Mayor 2015/16
Cllr Alice Badcock	- Deputy Mayor 2015/16
Cllr Michael Badcock	
Cllr Samantha Bowring	
Cllr Margaret Crick	
Cllr Neil Fawcett	
Cllr Dennis Garrett	
Cllr Robert Hall	
Cllr Jeanette Halliday	
Cllr Brian Hedley	
Cllr Vicky Jenkins	
Cllr Patrick Lonergan	
Cllr Monica Lovatt	
Cllr Sandy Lovatt	
Cllr Jan Morter	
Cllr Lorraine Oates	
Cllr David Pope	
Cllr Andrew Todd	

In Attendance

Mr Nigel Warner	Town Clerk
Mr Malcolm Hill	Macebearer
Mr Nigel Luker	Macebearer

1 **Prayers**

In the absence of the Mayor's Chaplain, Rev Paul Smith, prayers were led by the Town Clerk, Nigel Warner.

2 **Apologies**

There were no apologies for absence.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Mayor's Awards and Mayor's Cadets**

The Mayor, Cllr Angela Lawrence, presented her Mayor's Awards for services to the community to the following individuals:

- Mrs Lynn Fathers, Chair of Governors, Fitzharry's School;

- Mr Paul Brooks, Chair of Governors, John Mason School;
- Mr David Lever, Chair of Governors, Larkmead School;
- Mrs Wendy Barratt, Abingdon Breakaway Club;
- Dr Tony Gillman, Chairman of Abingdon, Didcot and Wantage Talking Newspaper (DAWN).

Biographies of all the above were circulated.

The Mayor thanked her outgoing Mayor's Cadets for their service during the year, and they were presented with a certificate of service:

AB Mitchell Stock (Sea Cadet);
Lance Corporal Ellie Hedges (Army Cadet);
Cadet Flynn Molan (Air Cadet).

5 **Election of Mayor**

It was proposed by Cllr Jan Morter and seconded by Cllr Sandy Lovatt that Cllr Helen Pighills be elected Mayor of Abingdon-on-Thames for the ensuing year.

On being put to the vote it was **resolved** that Cllr Helen Pighills be elected Mayor of Abingdon-on-Thames for the 2014-2015 civic year.

The new Mayor was invested and installed and made the Statutory Declaration of Acceptance of Office. She took the chair for the remainder of the meeting.

The Mayor announced that her Escort would be her husband, Mr Mike Pighills. The Mayor then made a short address.

6 **Election of Deputy Mayor**

The Mayor, Cllr Helen Pighills, stated that according to the seniority list, which acted as a guide to Mayoral succession, the next Member on the list was Cllr Sandy Lovatt. However she understood that Cllr Lovatt did not wish to be nominated. She asked for confirmation from Cllr Lovatt that he did not wish his name to go forward? Cllr Sandy Lovatt confirmed that he did not wish his name to go forward at this time.

The Mayor then stated that according to the seniority list, which acted as a guide to Mayoral succession, the next Member on the list was Cllr Andy Todd. However she understood that Cllr Todd did not wish to be nominated. She asked for confirmation from Cllr Todd that he did not wish his name to go forward? Cllr Todd confirmed that he did not wish his name to go forward at this time.

The Mayor then informed the meeting that the next name on the list was that of Cllr Alice Badcock.

It was proposed by Cllr Michael Badcock and seconded by Cllr Andrew Todd that Cllr Alice Badcock be elected as Deputy Mayor of Abingdon-on-Thames for the ensuing year.

On being put to the vote, it was **resolved** that Cllr Alice Badcock be elected Deputy Mayor of Abingdon-on-Thames for the 2014-2015 civic year.

The Mayor invested and installed her Deputy. The new Deputy Mayor made the Statutory Declaration of Acceptance of Office, and announced that her Escort would be her sister, Mrs Rachael Titcombe.

7 **Vote of Thanks to the retiring Mayor and Past Mayor's Badge**

A vote of thanks was proposed to the retiring Mayor, Cllr Angela Lawrence, seconded by Cllr Sandy Lovatt; and approved by the Council.

Cllr Lawrence was presented with her Past Mayor's badge, and responded to the vote of thanks.

8 **Honorary Macebearer**

It was reported that the Council's Honorary Macebearer, Mr Malcolm Hill, was retiring at this Annual Meeting, having served the Council in this role since 2003. Cllr Angela Lawrence, as the immediate Past Mayor, thanked Mr Hill for his outstanding service in this role since 2003. She wished him well in his retirement and presented him with a Town Certificate of Service.

It was reported that Mr Nigel Luker had been appointed as Honorary Macebearer with effect from the Annual Meeting.

9 **Elections for Abingdon-on-Thames Town Council**

The Council received and noted the report of the Town Clerk in relation to the above.

10 **Membership of Council Committees, Sub Committees and Working Parties**

It was proposed by Cllr Sandy Lovatt, seconded by Cllr Jan Morter, and **resolved** that Members be appointed to committees and sub-committees as detailed in the report of the Town Clerk, attached to these minutes.

It was proposed by Cllr Sandy Lovatt and seconded by Cllr Jan Morter that authority be delegated to the Leader of the Council (Chairman of Finance and General Purposes Committee) and the Leader of the Opposition Group to appoint a Personnel Appeals Panel on an ad hoc basis, as and when required.

11 **Adjournment of meeting**

The Mayor moved and it was **resolved**

“To adjourn the meeting of the Council to permit meetings to take place of the Council’s Standing Committees and the Audit and Performance Sub- Committee in the order set out in the standing orders, to allow them to appoint their chairmen and vice-chairmen.” The meetings were conducted by the Mayor. All the respective committee/ sub-committee members were present and for brevity the resolutions of the committees/ sub-committee in relation to the respective appointments of Chairmen and Vice-Chairmen for the Council year 2015/16, are recorded below:

- (a) Planning and Highways Committee.
Chairman: Cllr Michael Badcock (proposed by Cllr David Pope; seconded by Cllr Robert Hall).
Vice-Chairman: Cllr Jeanette Halliday (proposed by Cllr Michael Badcock; seconded by Cllr Vicky Jenkins).
- (b) Amenities and Recreation Committee.
Chairman: Cllr Alice Badcock (proposed by Cllr Dennis Garrett; seconded by Cllr Jan Morter).
Vice-Chairman: Cllr Jan Morter (proposed by Cllr Alice Badcock, seconded by Cllr Jeanette Halliday).
- (c) Community Services Committee.
Chairman: Cllr Andrew Todd (proposed by Cllr Alice Badcock; seconded by Cllr Monica Lovatt).
Vice-Chairman: Cllr Alice Badcock (proposed by Cllr Angela Lawrence; seconded by Cllr Monica Lovatt).
- (d) County Hall Museum Management Committee
Chairman: Cllr Monica Lovatt (proposed by Cllr Dennis Garrett; seconded by Cllr Brian Hedley).
Vice-Chairman: Cllr Patrick Lonergan (proposed by Cllr Monica Lovatt; seconded by Cllr Dennis Garrett).
- (e) Guildhall Committee
Chairman: Cllr Dennis Garrett (proposed by Cllr Michael Badcock and seconded by Cllr Robert Hall).
Vice-Chairman: Cllr Michael Badcock (proposed by Cllr Dennis Garrett and seconded by Cllr Robert Hall).
- (f) Finance and General Purposes Committee.
Chairman: Cllr Sandy Lovatt (proposed by Cllr Dennis Garrett and seconded by Cllr Monica Lovatt).
Vice-Chairman: Cllr Michael Badcock (proposed by Cllr Sandy Lovatt and seconded by Cllr Alice Badcock).

The Community Services Committee appointed a Summer Events Sub-Committee of Cllr Alice Badcock (Chairman); Cllr Michael Badcock (Vice Chairman); Cllr Neil Fawcett; Cllr Brian Hedley; and Cllr Jan Morter.

12 **Representation on outside bodies**

It was proposed by Cllr Sandy Lovatt, seconded by Cllr Jan Morter and **Resolved** that representatives be appointed to outside bodies as detailed in the report of the Town Clerk, attached to these minutes.

13 **Announcements by the Mayor**

The Mayor announced:

- a) The appointment of Mayor's Cadets for 2015/16:
Leading Cadet Ryan Luckett (Sea Cadet);
Cdt Edward Charter (Army Cadet);
Cdt Sgt Joshua Carver (Air Cadet).
- b) That her chosen charities for the year would be Abingdon Breakaway Club and Blue Sky Thinking. Her charity would also be raising money to host the Over 70's Tea Party. Further details of her charities were circulated at the meeting.
- c) That she was appointing Rev. Dr Charles Miller, the Rector of Abingdon, as the Mayor's Chaplain and that the Civic Service would take place at the Parish Church of St Helen at 10.30am on Sunday 14th June 2014.
- d) That all members of the public were invited to join the Council for a glass of wine or a soft drink, and a light buffet in the Roysse Room following the ceremony.

14 **Closing Prayers**

In the absence of Rev Paul Smith, closing prayers were said by the Nigel Warner, Town Clerk.

15 **The National Anthem**

The meeting closed with the singing of the National Anthem.

There being no further business the meeting rose at 8.05 pm.

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 13th May 2015

Report of the Town Clerk

AGENDA ITEM 10: MEMBERSHIP OF COUNCIL COMMITTEES AND SUB-COMMITTEES

Standing Committees

The Council's Standing Committees are appointed at the Annual Meeting of the Council.

Membership of Standing Committees is prescribed by Standing Orders. Standing Orders also provide that: "*Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*" The Town Clerk, as the Council's Proper Officer will advise further on this following the elections due to be held on 6th May 2015.

The terms of reference of each Committee are detailed in the Council's document "Council and Committee Terms of Reference."

The following nominations have been made by the Council's political groups and it will be proposed by Cllr Sandy Lovatt and seconded by Cllr Jan Morter that the following Committees are appointed for the period to the next Annual Meeting (May 2016):

Planning, Highways and Consultations Committee

9 members

Cllr Michael Badcock

Cllr Margaret Crick

Cllr Robert Hall

Cllr Jeanette Halliday

Cllr Brian Hedley

Cllr Vicky Jenkins

Cllr David Pope

Two vacancies

Amenities & Recreation Committee

7 Members

Cllr Alice Badcock
Cllr Samantha Bowring
Cllr Robert Hall
Cllr Jeanette Halliday
Cllr Dennis Garrett
Cllr Vicky Jenkins
Cllr Jan Morter

Community Services Committee

7 Members

Cllr Alice Badcock
Cllr Neil Fawcett
Cllr Angela Lawrence
Cllr Patrick Lonergan
Cllr Monica Lovatt
Cllr Lorraine Oates
Cllr Andrew Todd

County Hall Museum Management Committee

7 Members

Cllr Margaret Crick
Cllr Dennis Garrett
Cllr Brian Hedley
Cllr Angela Lawrence
Cllr Patrick Lonergan
Cllr Monica Lovatt
Cllr Lorraine Oates

Guildhall Committee

7 Members

Cllr Michael Badcock
Cllr Samantha Bowring
Cllr Neil Fawcett
Cllr Dennis Garrett
Cllr Robert Hall
Cllr Brian Hedley
Cllr Jan Morter

Finance and General Purposes Committee

Chairmen of the Standing Committees listed above (totalling 5 places) plus 5 other Members.

Cllr Sandy Lovatt
Cllr Samantha Bowring
Cllr Vicky Jenkins
Cllr Patrick Lonergan
Cllr David Pope

SUB-COMMITTEES

To note that under Council and Committee Terms of Reference the following Sub-Committees shall be appointed by the relevant Committee as listed below:

Amenities and Recreation Committee

Christmas lights (3 members).

Community Services Committee

Communications (6 members);

Community Grants (6 members);

Community Grants (6 members);

Summer Events (5 members);

It is noted that this event is due to place on 6th June 2015 and therefore a proposal will be made at the Community Services Committee this evening that the Summer Events Sub-Committee should be appointed and consist of Cllr Alice Badcock, Cllr Michael Badcock, Cllr Brian Hedley, Cllr Jan Morter and Cllr Neil Fawcett.

Finance and General Purposes Committee

Personnel (5 members).

The majority of the Members of any given Sub-Committee should be elected from amongst the Membership of the parent Committee.

OTHER GROUPS

The Council is **requested to appoint a Personnel Appeals Panel of 3 Members for the period to the next Annual Meeting (May 2016)**. This Panel is responsible for conducting any appeals in relation to staff disciplinary and grievances. This Panel would need to meet at short notice and therefore requires flexibility in its

appointment. It will therefore be proposed by Cllr Sandy Lovatt and seconded by Cllr Jan Morter that authority be delegated to the Leader of the Council (Chairman of Finance and General Purposes Committee) and the Leader of the Opposition Group to appoint a Personnel Appeals Panel on an ad hoc basis, as and when required.

The Council should note that Standing Committees also have the power to establish Working Groups which may be established to assist in the delivery of specific tasks and should be time bound.

Note: that the Mayor and the Chairman of the Finance and General Purposes Committee (Leader) are ex-officio voting Members of all Council Standing Committees and ex-officio non-voting Members of all other Council bodies.

Nigel Warner
Town Clerk
Rev. 13th May 2015.

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 13th May 2015

Report of the Town Clerk

AGENDA ITEM 12: REPRESENTATION ON OUTSIDE BODIES

The Council is requested to consider appointments to the following outside bodies to the period of the next Annual Meeting (May 2016), these being proposed by Cllr Sandy Lovatt and seconded by Cllr Jan Morter:

Abingdon Air Training Corps	Cllr Andrew Todd
Abingdon Bridge	Cllr Sandy Lovatt
Abingdon & District Twin Towns' Society	Cllr Sandy Lovatt
Abingdon Foyer Stakeholders' Group	Cllr Angela Lawrence
Albert Memorial Trust	Cllr Jeanette Halliday Cllr David Pope
Choose Abingdon Partnership	Cllr Dennis Garrett Cllr Sandy Lovatt
Citizens' Advice Bureau	Cllr Monica Lovatt
Earth Trust Local Stakeholders' Group	Cllr Vicky Jenkins
Friends of Abingdon	Cllr Sandy Lovatt
Friends of the Open Air Pool	Cllr Sandy Lovatt
Neighbourhood Action Group	Cllr Robert Hall
NE Abingdon Community Association	Cllr Lorraine Oates
Oxfordshire Pensions Forum	Cllr Dennis Garrett
Parish Transport Representative	Cllr Robert Hall
River Users' Group (RUG)	Cllr Michael Badcock

The Council is requested to consider appointments to the following outside bodies for a four year period, to the Annual Meeting in May 2019:

Christ's Hospital of Abingdon

3 Members

Cllr Michael Badcock

Cllr Monica Lovatt

Cllr Andrew Todd

The Council is requested to note that the Mayor is, ex-officio, a Governor of Abingdon School and a nominative Governor of Christ's Hospital of Abingdon.

Nigel Warner

Town Clerk

Rev. 12th May 2015