

Abingdon-on-Thames Town Council

Minutes of the Community Services Committee held on Tuesday 28th February 2017 at 7.00 pm in the Roysse Court Meeting Room.

Present:

Cllr Andrew Todd	Chairman
Cllr Vicky Jenkins	Vice Chairman
Cllr Samantha Bowring	
Cllr Angela Lawrence	
Cllr Mike Badcock	Ex-officio, Leader/ Chairman F and GP Ctte
In Attendance:	
Mr Nigel Warner	Town Clerk (Clerk to the meeting)
One member of the public.	

CS29 **Apologies for Absence**

Apologies were received from Cllrs Alice Badcock (Mayor, ex-officio), Monica Lovatt and Lorraine Oates.

CS30 **Declarations of Interest**

None .

CS31 **Minutes**

The Committee received and considered the minutes of the meeting held on 22nd November 2016 (as previously circulated).

Resolved: that the minutes of the meeting 22nd November 2016 be agreed as a correct record and signed by the Chairman.

Cllr Samantha Bowring entered the room at this point, it being 7.02pm.

CS32 **Matters Arising**

None.

CS33 **Summer Events Sub-Committee**

The Committee received and considered the minutes of the meetings held on 7th July 2016, 23rd November 2016 and 18th January 2017 (as previously circulated).

It was noted that a stall would be set up on the Market Place on the two Saturdays before Fun and Music in the Park on 3rd June. The town flag would be flown for the event.

Resolved: that the minutes of the meetings of 7th July 2016, 23rd November 2016 and 18th January 2017 be noted and approved.

CS34 **Public participation**

Ruth Swift of Age UK spoke regarding the application to help fund “Late Spring, Abingdon” a bereavement support group. Members suggested that if information in relation to the project (electronic booklet) was sent to the Town Clerk it could be included on the website. It was also suggested that Age UK should, if they had not already done so, consider making applications for grant funding from other parish and town councils and the District Council.

The Chairman, Cllr Andrew Todd, then proposed that consideration of this grant be brought forward in the order of business. This was agreed by the meeting, which then discussed the application and made the recommendation as detailed at minute CS35.

(The members of the public left at this point, it being 7.25pm).

CS35 **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:

(a) **Grants deferred from previous meeting**

(i) Grant Nov/03 – North East Abingdon Community Association

The grant request was for funding for two new noticeboards, this representing the full cost of the noticeboards. It was minuted at November 2016: “Ask organisation for more information regarding the specification of the notice board and whether it has features which are resistant to vandalism.”

Following receipt of the above information it was **resolved** that a grant of £1,851 be awarded, the applicant to be advised that in terms of the amount awarded, this represented the cost of one of the two noticeboards. It should also be noted that as a general rule the Council did not meet the full cost of projects.

(ii) Abingdon Eagles Basketball Club

It was minuted at the November 2016 meeting: “To reserve a sum of £500 against the grants budget. To request an update from the club as to the progress made in setting up the club, especially establishing a bank account. This update to be received by 21st February 2017 to that release of the grant allocated can

be considered at the meeting of this Committee due to take place on 28th February 2017.”

Following receipt of an update in relation to the above it was **resolved** that the grant of £500 be released to the Club.

(b) New grant applications

Ref.	Name of Applicant. Power under which grant awarded	Summary reason for the grant application (for full details see grant application form)	Grant awarded and any observations to make to applicant
1	Abingdon Baby Café (ABC)	To help pay rent and Licence fee for one qualified staff member.	£0 Councillors considered that the services being offered by the Café duplicated services offered by other agencies. Concern was also expressed regarding the licence fee which the ABC pays.
2	Abingdon Joint Schools Carnegie Forum (a)	To help pay for a joint reading event between the six Abingdon Secondary Schools where a selection of Year 7 & 8 pupils create book reviews in groups & present to a judging panel. Plus an awards ceremony.	£500
3	ATOM (Abingdon Science Festival) (a)	To help towards providing free and low-priced science related talks and demonstrations for children	£930 This award represented 10% of the cost of the Festival (£9,300), the percentage requested in the application. In relation to an application in future years Councillors suggested that this could be towards subsidising tickets for children.
4	Abingdon Concert Band (a)	To help pay for new and more modern music scores.	£300

5	Action for Carers Oxfordshire (b)	Support unpaid carers by providing 2 “Wellbeing Days” and 8 “Tailored Training Sessions”.	£700 Grant awarded towards the costs of venue hire for the Wellbeing Days. Members noted that the area of benefit for the project went beyond Abingdon itself and therefore advised that, if the organisation had not already done so, that they may wish to approach other parish and town councils in the area for assistance towards the costs of the project.
6	2121(Abingdon) Squadron Air Training Corps (a)	To create a marching band by helping to purchase percussion instruments.	£1,260
7	Kingfisher Canoe Club (f)	To help towards paying for new premises for the club due to eviction from the old site.	£1,000 To be released when the lease in relation to the site at Rye Farm Meadow has been signed. The Committee were aware of the financial pressure which the Club was facing and asked that the Club be informed that they were welcome to apply for another grant in the new financial year.
8	Abingdon Sea Cadets (f)	To help purchase a Racing Kayak and racing wings (Paddles).	£1,000
9	The Friends of Abingdon Civic Society (b)	To contribute towards the maintenance & running costs of the Community Free Space.	£1,000
10	Age UK Oxfordshire (b)	To help fund “Late Spring, Abingdon” a bereavement support group.	£1,000
	INDIVIDUAL GRANT	To help towards costs for a child to attend a	£0 The Committee appreciated that applicant was clearly a talented sports person but

		Football League Club Pre-Academy	<p>noted that the Council's criteria for grants to individuals, require that the recipient should be of County standard.</p> <p>It was also noted that the Council rarely awarded grants to individuals due to the restrictions on its powers in this regard and the maximum amount for such grants was capped at £50. However the application stated that the individual played for a local club and Committee stated that it may be able to consider a further application if it were made by the club.</p>
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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.

Members asked that all those due to receive grant payments be invited to the next Town Council meeting so that they could receive a cheque from the Mayor.

(c) Grants scheme

Consideration of the grants scheme more generally was deferred to the next meeting. The Chairman, Cllr Andrew Todd, stated that he would wish the following to be amongst matters to be reviewed:

- Whether grants to individuals should be awarded;

- Whether grants should be awarded towards revenue expenditure or restricted to specific projects or capital items.
- Whether the principal of only considering one application per organisation per year should be included in the scheme;
- Whether the scheme should prohibit the award of retrospective grants.

CS36 Financial Report and Budget Estimates 2017/18

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

Resolved: that the report be approved.

CS37 General Report of the Town Clerk

The Committee received and considered the report of the Town Clerk in relation to the above, as circulated with the agenda.

Creation of an occasional market: It was noted that the rights to hold a market in Abingdon were owned by the Town Council and that the Council had powers under the Food Act 1984 to create new markets. It was necessary to create a new market in order to allow those trading activities which were not otherwise permitted according to the Market Place Act 1978.

Resolved: that, pursuant to its powers under the Food Act 1984, that an occasional market be created as follows:

- Local Excellence Markets: Saturday 29th April, 29th July, 30th September and 25th November 2017 (organiser: Abingdon-on-Thames Chamber of Commerce).
- Craft Markets: Saturday 10th June and 9th December 2017 (organiser: Abingdon-on-Thames Chamber of Commerce).
- Young Enterprise Trade Fair: Saturday 11th March 2017 (organiser: Local Volunteer Board of Young Enterprise for Oxfordshire South and Vale of White Horse).
- Oxfordshire Chilli Festival: Saturday 19th August 2017 (organiser: Dawn Hutcheon).

Print media plan: The Committee considered the print media plan for 2017.

Noted that the print media plan for 2017/18 included:

- Re-issue of the Town Guide to all households;
- Tourism leaflet originally for consideration "later this year," to be produced for next summer 2017.

It was also noted that further to the last meeting the Council had input to the 2017 Events Diary, published by the Abingdon BID (Business Improvement

District). This was sponsored by a total of ten local organisations and a contribution of £150 had been allocated to the costs of producing the leaflet.

Website: It was noted that since the last meeting work had taken place to update a number of sections of the website and this was planned to continue over the coming months.

The Committee noted that the current website had been launched in 2013 and considered that this would be the time for Members to consider how the overall look and structure of the website might be updated later this year and what other improvements may be made. It was agreed that Members should take a look at the site so that the matter could be discussed at the next meeting. The Committee noted that one of the important aspects of the 2013 website was to avoid duplication and effectively be the “one stop shop” website for Abingdon. Since then other websites had been created and now would be the time to look at how the Abingdon website linked in with these and how duplication and confusion can be avoided.

CS38 **Date of Next Meeting**

It was noted that the calendar of meetings for 2017/18 was due to be considered by the Finance and General Purposes Committee and the Town Council during the current cycle. (*Note date recommended: Tuesday 23rd May 2017*).

CS39 **Exclusion of the public, including the press**

The Chairman proposed 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.”

CS40 **Property matters**

The Committee received and considered the confidential report of the Town Clerk in relation to the above, as circulated with the agenda.

Resolved: that the report and the recommendation contained therein be approved.

The meeting rose at 9.11 pm.

Signed.....

Date.....

DRAFT