

Minutes of the Annual Meeting of the Council on Monday 9th May 2016 in the Abbey Hall, Guildhall, Abingdon-on-Thames.

Present

Cllr Helen Pighills	- Mayor 2015/16
Cllr Alice Badcock	- Mayor 2016/17
Cllr Jan Morter	- Deputy Mayor 2016/17
Cllr Mike 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 Lorraine Oates	
Cllr David Pope	
Cllr Andrew Todd	

In Attendance

Mr Nigel Warner	Town Clerk
Mr Nigel Luker	Macebearer

1 **Prayers**

Prayers were led by the Mayor's Chaplain, Revd Dr Charles Miller.

2 **Apologies**

Apologies for absence were received from Cllr Angela Lawrence.

3 **Declarations of Interest**

There were no declarations of interest.

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

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

- Mrs Jenny Berrell, former Curator, Abingdon Abbey.
- Flt Lt Joan Smith, former Commanding Officer, 2121 (Abingdon) Squadron Air Training Corps.

- The Barns Cafe, Christ Church, Abingdon represented by Janice Gordon.

Mr Neil Porter, Event Organiser, Abingdon Air and Country Show had also been given an award but unfortunately had been unable to attend to receive it. The award would be given to him at a later date.

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:

- Cdt Edward Charter (Army Cadet);
- CWO Joshua Carver (Air Cadet).

Leading Cadet Ryan Luckett (Sea Cadet) was unable to attend and the certificate would be forwarded to him.

5 **Election of Mayor**

It was proposed by Cllr Jeanette Halliday and seconded by Cllr Andy Todd 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 Alice Badcock be elected Mayor of Abingdon-on-Thames for the 2016-2017 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 sister Mrs Rachael Titcombe. The Mayor then made a short address.

6 **Election of Deputy Mayor**

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

On being put to the vote, it was **resolved** that Cllr Jan Morter be elected Deputy Mayor of Abingdon-on-Thames for the 2016-2017 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 husband, Mr Tom Morter. The Deputy Mayor then made a short address.

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

A vote of thanks to the retiring Mayor, Cllr Helen Pighills, was proposed by Cllr Mike Badcock and approved by the Council.

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

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

It was proposed by Cllr Mike Badcock, seconded by Cllr Samantha Bowring, 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 Mike Badcock, seconded by Cllr Samantha Bowring and **resolved** 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.

9 **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 information the resolutions of the committees/ sub-committee in relation to the respective appointments of Chairmen and Vice-Chairmen for the Council year 2016/17, are recorded below:

- (a) Planning and Highways Committee.
Chairman: Cllr Jeanette Halliday (proposed by Cllr Mike Badcock; seconded by Cllr Margaret Crick).
Vice-Chairman: Cllr Mike Badcock (proposed by Cllr Jeanette Halliday; seconded by Cllr Margaret Crick).
- (b) Amenities and Recreation Committee.
Chairman: Cllr Sandy Lovatt (proposed by Cllr Dennis Garrett; seconded by Cllr Vicky Jenkins).
Vice-Chairman: Cllr Robert Hall (proposed by Cllr Sandy Lovatt, seconded by Cllr Vicky Jenkins).

- (c) Community Services Committee.
Chairman: Cllr Andrew Todd (proposed by Cllr Monica Lovatt; seconded by Cllr Vicky Jenkins).
Vice-Chairman: Cllr Vicky Jenkins (proposed by Cllr Andrew Todd; 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 Dennis Garrett (proposed by Cllr Monica Lovatt; seconded by Cllr Brian Hedley).
- (e) Guildhall Committee
Chairman: Cllr Dennis Garrett (proposed by Cllr Robert Hall; and seconded by Cllr Brian Hedley).
Vice-Chairman: Cllr Mike Badcock (proposed by Cllr Dennis Garrett and seconded by Cllr Brian Hedley).
- (f) Finance and General Purposes Committee.
Chairman: Cllr Mike Badcock (proposed by Cllr Andrew Todd and seconded by Cllr David Pope).
Vice-Chairman: Cllr Dennis Garrett (proposed by Cllr Andrew Todd and seconded by Cllr David Pope).

10 **Representation on outside bodies**

It was proposed by Cllr Mike Badcock, seconded by Cllr Samantha Bowring and **Resolved** that representatives be appointed to outside bodies as detailed in the report of the Town Clerk, attached to these minutes.

11 **Announcements by the Mayor**

The Mayor announced:

- (a) The appointment of Mayor's Cadets for 2016/17:
- L/Cpl Ben Southey (Army Cadet);
 - Cpl Dean Robinson (Air Cadet).

Unfortunately the Sea Cadets were unable to appoint a Mayor's cadet on this occasion but it was reported that they would remain supportive of the Mayor and of the Council.

- (b) The Mayor's Charities for 2016/17. Her chosen charities for the year would be Little Troopers and Oxfordshire MIND. Her charity would also be raising money to host the Over 70's Tea Party
- (c) The appointment of the Mayor's Chaplain, Rev Dr Charles Miller.

- (d) The Civic Service will take place at the Parish Church of St Helen on Sunday 29th May 2016 at 10.30am.
- (e) That all members of the public were invited to join the Council for a reception in the South Aisle following the ceremony.

12 **Closing Prayers**

Closing prayers were said by Rev Dr Jane Baun.

13 **The National Anthem**

The meeting closed with the singing of the National Anthem.

There being no further business the meeting rose at 8.15pm.

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Signed

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Date

Abingdon-on-Thames Town Council
Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Monday 9th May 2016

Report of the Town Clerk

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

Standing Committees

Much of the Council's business is delegated to various Committees. The terms of reference of each Committee are detailed in the Council's document "Council and Committee Terms of Reference."

By law the Committees appointed at the previous Annual Meeting on 13th May 2015 stand down at this evening's Annual Meeting, together with the respective Chairmen and Vice-Chairman. Therefore the Council must now appoint Committees for 2016/17.

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 following nominations have been made by the Council's political groups and it will be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring that the following Committees are appointed for the period to the next Annual Meeting (May 2017):

Planning, Highways and Consultations Committee

9 members

Cllr Jeanette Halliday
Cllr Michael Badcock
Cllr Margaret Crick
Cllr Robert Hall
Cllr Brian Hedley
Cllr Vicky Jenkins
Cllr Patrick Lonergan
Cllr Helen Pighills

Cllr David Pope

Amenities & Recreation Committee

7 Members

Cllr Sandy Lovatt
Cllr Helen Pighills
Cllr Dennis Garrett
Cllr Robert Hall
Cllr Vicky Jenkins
Cllr Jan Morter
Cllr Lorraine Oates

Community Services Committee

7 Members

Cllr Andrew Todd
Cllr Vicky Jenkins
Cllr Samantha Bowring
Cllr Neil Fawcett
Cllr Angela Lawrence
Cllr Monica Lovatt
Cllr Lorraine Oates

County Hall Museum Management Committee

7 Members

Cllr Monica Lovatt
Cllr Patrick Lonergan
Cllr Samantha Bowring
Cllr Margaret Crick
Cllr Dennis Garrett
Cllr Brian Hedley
Cllr Angela Lawrence

Guildhall Committee

7 Members

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

Finance and General Purposes Committee

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

Cllr Michael Badcock
Cllr Samantha Bowring
Cllr Jan Morter
Cllr Helen Pighills
Cllr David Pope.

Note that at agenda item 9 the Mayor will move a motion to adjourn the meeting of the Council to permit meetings to take place of the Council's Standing Committees. This will allow the Committees to appoint their Chairmen and Vice-Chairmen, these positions being ones that the Committees must appoint and not the Council. Following the appointment of the committee Chairmen at the various committee meetings, the Finance and General Purposes Committee will be constituted for the year and will then be able to elect a Chairman (also known as Leader of the Council) as well as a Vice-Chairman.

SUB-COMMITTEES

To note that under Council and Committee Terms of Reference shall be appointed by the relevant Committees.

OTHER GROUPS

(a) The Council is requested to appoint a Personnel Appeals Panel of 3 Members for the period to the next Annual Meeting (May 2017). This Panel would need to meet at short notice and therefore requires flexibility in its appointment. It will therefore be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring 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.

(b) At its meeting on 27th January 2016 the Council appointed an Environmental Working Group. This is appointed directly by the Council although it reports through the Finance and General Purposes Committee.

The following nominations have been made by the Council's political groups and it will be **proposed** by Cllr Mike Badcock and **seconded** by Cllr Samantha Bowring that the membership of this Group be as follows:

Cllr Samantha Bowring
Cllr Margaret Crick
Cllr Robert Hall
Cllr Sandy Lovatt
Cllr David Pope

(c) The Council should **note** that Standing Committees also have the power to establish Working Groups to assist in the delivery of specific tasks and should be time bound.

(d) Please **note** that Committees, Sub-Committees and Working Groups also have the power to co-opt non-Members. These co-options are made directly by those bodies.

(e) Finally it should be **noted** 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
6th May 2016.

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Monday 9th May 2016

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 2017). The following nominations have been made by the Council's political groups and will be proposed by Cllr Mike Badcock and seconded by Cllr Samantha Bowring as follows:

Abingdon Air Training Corps	Cllr Brian Hedley
Abingdon Bridge	Cllr Sandy Lovatt
Abingdon & District Twin Towns' Society	Cllr Michael Badcock
Abingdon Foyer Stakeholders' Group	Cllr Sandy Lovatt
Albert Memorial Trust	Cllr Jeanette Halliday Cllr David Pope
Citizens' Advice Bureau	Cllr Monica Lovatt
Earth Trust Local Stakeholders' Group	Cllr Vicky Jenkins
Friends of Abingdon	Cllr Michael Badcock
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

Note that at the Annual Meeting held on 13th May 2016 the Council appointed three nominative governors to Christ's Hospital of Abingdon for a four year term to serve until the Annual Meeting of the Council due to take place in May 2019.

These Members are:

Cllr Michael Badcock

Cllr Monica Lovatt

Cllr Andrew Todd

Nigel Warner

Town Clerk

6th May 2016