



**ABINGDON-ON-THAMES
TOWN COUNCIL**

**Council Summons
& Agenda**

Wednesday 24th June 2020
At 7.00 pm

19th June 2020

All Members of the Council

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Council of the Town of Abingdon-on-Thames to be held on **Wednesday 24th June at 7pm** for the transaction of the business stated below.

Due to the Covid-19 pandemic and in order to comply with Government regulations the Town Council will hold this meeting online and not in person, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

The meeting ID will be forwarded to Members separately. Any members of the public who wish to attend should e-mail me at nigel.warner@abingdon.gov.uk and you will be sent the relevant link.

The meeting will be conducted in the same way, as far as possible, as a meeting in person. Members of the public may view the meeting online and may, with notice,

make representations, ask questions and give evidence in respect of any item of business at agenda item 2.

Any queries on the agenda should also be directed to me.

Yours faithfully

Nigel Warner

Nigel Warner
Town Clerk/ signed electronically

Abingdon Town Council - Our Vision

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community the town will be one which is environmentally sustainable, vibrant, resilient and safe.

Our key objectives

- 1 To respond effectively and speedily to the climate emergency.
- 2 To develop a resilient, sustainable town which will provide a home for residents now and in the future.
- 3 To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
- 4 To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

SECTION I (Open to the Public Including the Press)

A G E N D A

1 Councillor Jeanette Halliday and Dr Vernon Butt

The Council will observe a minutes' silence in memory and thanks for the lives of Councillor Jeanette Halliday and Dr Vernon Butt (Freeman of the Town), both of whom sadly passed away since the last meeting of the Council.

2 Prayers

3 Public Participation

It is Council policy that the Council sets aside a total of 15 minutes prior to the commencement of full Council Meetings for residents of Abingdon-on-Thames or owners/managers of businesses in Abingdon-on-Thames to ask questions of the Mayor or Chairs of the Standing Committees or to express views by way of making a statement.

In order to ask questions or make a statement written notice of questions or statements, served by way of letter or e-mail (enquiries@abingdon.gov.uk), must be given to the Town Clerk by 7.00 pm on Monday 22nd June 2020.

4 Apologies

To receive apologies for absence.

5 Declarations of Interest

To receive any declarations interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct

6 Minutes

To adopt and sign as a correct record the draft minutes meetings of the Council held on [29th January 2020](#) and the Special Meeting of the Council held on [20th March 2020](#) and to consider any matters arising.

7 Mayor of Abingdon-on-Thames' Announcements

To receive the [schedule of Mayor's engagements](#) and to receive Mayor's announcements.

8 Notice of vacancy for the office of town councillor (Fitzharris ward)

To note that following the sad passing of Cllr Jeanette Halliday, a casual vacancy for Fitzharris Ward has been [published](#).

9 Oxfordshire County Council Report

Members to receive a [report](#) in relation to the above from Oxfordshire County Council).

10 Vale of White Horse District Council Report

Members to receive and consider the [report](#) from Vale of White Horse District Council (to follow).

11 Completion and Approval of Annual Governance Statement

To complete and approve the Annual Governance Statement 2019/20 as per the [Treasurer's / RFO's report](#).

Section 1 of the Annual Return is the Annual Governance Statement. This consists of nine statements relating the system of Internal Control in place. The Council must answer Yes or No to each statement ([see Appendix A](#)).

The Annual Governance Statement must be completed and approved by the members, meeting as a whole, before the approval of section 2 of the Annual Return. In order to meet this requirement, the approval of section 1 is being considered as a separate agenda item here, prior to the main agenda item on the Annual Return and financial statements.

It is recommended that the Council answer Yes to questions 1 to 8 (question 9 is not applicable to this Council) and that the Statement is approved and signed by the Chair and Town Clerk.

12 Approval of Annual Return and Financial Statements

The Council is requested to approve the [report of the Treasurer](#), the Annual Return for the year ended 31st March 2020 and the financial statements for the year ended 31st March 2020 (pages 61 – 89 attached).

The Council is required to **approve** its **Annual Return** ([Appendix A](#)) for the previous financial year, by 30th June. The return must be approved by the Council itself, and the approval cannot be delegated to a Committee.

The annual return comprises the following sections:

Section 1: Annual Governance Statement. This is a separate agenda item (item 10).

Section 2: Accounting Statements. This is a broad summary of the Council's financial position at 31st March 2020 and of its income and expenditure for 2019/20. This has been completed based on the more detailed financial statements ([Appendix B](#)). The Council is requested to **approve** these statements.

Section 3: External auditor certificate and opinion. This will be completed by the auditor following the audit. The audit must be completed by 30th September 2020.

Annual internal audit report. It is anticipated that this will have been completed by the Internal Auditor ahead of the meeting.

The Council also produces Statements of Accounts ([Appendix B](#)). There is no longer a legal requirement to do so, but the statements provide fuller detail than the Accounting Statements included in the Annual Return, and aid transparency of the Council's transactions. Members are requested to **approve** these statements.

13 Questions under Standing Order 10

14 Planning, Highways and Consultations Committee

To receive and consider the minutes of the Planning, Highways and Consultations Committee meetings held on [27th January](#); [17th February](#); [9th March](#), and the draft minutes of the meeting held on [1st June 2020](#).

No recommendations to the Council.

15 Green Advisory & Scrutiny Committee

To receive and consider the draft minutes of the Green Advisory & Scrutiny Committee meetings held on [13th February 2020](#).

No recommendations to the Council.

16 Amenities and Recreation Committee

To receive and consider the minutes of the meeting of [25th February 2020](#), and the draft minutes of the meeting held on [9th June 2020](#).

No recommendations to the Council.

17 Guildhall Committee

To receive and consider the minutes of the meeting held on [5th March 2020](#) and the draft minutes of the meeting held on [21st May 2020](#).

No recommendations to the Council.

18 Community Services Committee

To receive and consider the minutes of the meeting held on [11th February 2020](#) and the draft minutes of the meeting held on [2nd June 2020](#).

No recommendations to the Council.

19 County Hall Museum Management Committee

To receive and consider the draft minutes of the meeting held on [27th February 2020](#).

No recommendations to the Council.

20 Finance and General Purposes Committee

To receive and consider the minutes of the meeting held on [26th May 2020](#) and the draft minutes of the meeting held on [16th June 2020](#).

Meeting of 26th May 2020

Minute F11 [Council / Committee Terms of Reference and Scheme of Delegation](#): to review this document and proposed changes marked.

Meeting of 16th June 2020

Minute F25 Matters referred

It was **RECOMMENDED to Full Council** by 7 votes in favour, 2 against and 1 abstention that:

In accordance with its powers under the Small Holdings and Allotments Act 1908, the request from West End Allotment Association be approved and that an additional grant of £1,000 be awarded for the purpose to improve land as set out in the application. The additional grant to be by supplementary estimate, this sum to be treated as an advance against the 2021-22 grant allocation and the matter reviewed during the budget setting cycle.

Minute F28 Community Infrastructure Levy – Policy

It was **RECOMMENDED to Full Council** that, subject to the changes listed above, the [draft policy](#) be approved.

21 Democratic matters including draft [calendar of meetings 2020-21](#)

[Report of Town Clerk](#).

22 Exclusion of the Public, Including the Press

The Mayor will move:

“That in accordance with section 1 (2) of the Public Bodies (admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted as summarised below.”

23 Confidential appendix to the minutes of the special meeting of the Council of 20th March 2020

To adopt and sign as a correct record the draft confidential appendix to the minutes meetings of the Council held on 20th March 2020 and to consider any matters arising.

23 County Hall Museum Management Committee

To receive and consider the draft confidential appendix to the minutes of the County Hall Museum Management Committee of 8th January 2020 – no recommendations.

24 Amenities and Recreation Committee

To receive and consider the confidential appendix to the minutes of the meeting of 25th February 2020 and the draft confidential appendix to the minutes of the meeting of 9th June 2020 – no recommendations.

25 Guildhall Committee

To receive and consider the draft confidential appendix to the minutes of the Guildhall Committee of 21st May 2020 – no recommendations.

26 Community Services Committee

To receive and consider the draft confidential appendix to the minutes of the Community Services Committee of 2nd June 2020 – no recommendations.

27 Finance and General Purposes Committee

To receive and consider the draft confidential appendix to the minutes of the Finance and General Purposes Committee of 26th May and 16th June 2020. See appendix for recommendations.

The law allows members of the public and press to record meetings of the Council and its committees. Should you wish to record at any meeting which is open to the public it is requested that you inform the Town Clerk of your intention to film or record before the day of the meeting, by emailing enquiries@abingdon.gov.uk or telephoning 01235 522642.