

Finance and General Purposes Committee 20 July 2021

Agenda item 10 - Schedule of Actions

Year	Date of meeting	Min ref	Actions	Responsible	Update
2019-20	18-Sep-19	F22	<p>GUILDHALL IMPROVEMENTS</p> <p>It was resolved that:</p> <p>(i) £3,000 from the Pooled Property Improvements Fund be used towards the Muniment Room fit out.</p> <p>(ii) £10,000 (maximum) from the Pooled Property Improvements Fund be used for the provision of bicycle parking, bin stores and emergency car park patching.</p> <p>(iii) £17,784 from the Pooled Property Improvements Fund be used for the improvements to the treasures cabinet in the Roysse Room, subject also to the recommendation below.</p>	Properties Officer	<p>Muniment Room shelving and combined humidifier/ dehumidifier installed June 2021. Now awaiting reduction of humidity to required levels before moving archives back, probable timescale for the move now being September 2021.</p> <p>Plan for treasures cabinet drawn up by Collections Officer, Abingdon County Hall Museum. Museum Manager and Properties Officer working on this matter, timescale for move of some treasures by end of October 2021.</p> <p>March 2021 - Bicycle racks installed at the front of the Abbey Hall.</p>
2020-21	24-Nov-20	F84	<p>YOUTH COUNCIL</p> <p>Recommended to Full Council that a Youth Council be established and Terms of Reference be drafted and brought back to Community Services Committee for consideration.</p>		<p>Jan-21 – announced in Leader’s budget speech to Town Council 27.1.21.</p> <p>10 Mar 21 – further update at Annual Town Meeting</p> <p>6.7.21 - proposal and draft terms of reference recommended by Community Services Advisory Committee, agreed by Urgency Committee 13.7.21</p>

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2020-21	08-Dec-20	F110	<p>PUBLICITY Cllr Halliday would also like to publicise new bus shelters planned for Oxford Road and the Vineyard, perhaps with the Mayor opening them formally.</p>	Communications, Marketing and Events Officer	<p>7-Jan-21. LB has contacted TB for photos and information on the new bus shelters. Will arrange photo of Mayor cutting ribbon after lockdown restrictions lifted and it is deemed safe to do so. 23-Mar-2021 Will arrange a ribbon cutting photo with the Mayor in the coming weeks as we emerge from Lockdown and it is safe to do so. This will then be publicised. 15-July-2021 The new bus shelters were publicised in the June edition of the Town Crier.</p>
2020-21	13-Jan-21	F130	<p>PUBLICITY Cllr Birks suggested that the new stairlift in the Guildhall cinema could be publicised.</p>	Communications, Marketing and Events Officer	<p>23-Mar-21 – Communications, Marketing and Events Officer in discussion with Jo Blackmore regarding this. Awaiting some further information on the stairlift which will then be published. Jo Blackmore on Annual Leave until 29th March. 15-July-2021 This has since been publicised on the Town Council website.</p>
2020-21	30-Mar-21	F166	<p>PUBLICITY Letters to be sent to the government with regard to changes to the rules for virtual Council meetings and the requirement for local government officers in Abingdon to have to travel to Wantage for Covid-19 testing.</p>	Town Clerk / Community Services and Events Officer	<p>This proved not to be necessary as government decided early April 2021 to make lateral flows tests (LFTs) available to all, on request and free of charge. Note it is thought that charges may be introduced for LFTs some time over the summer.</p>

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2020-21	30-Mar-21	F171	PUBLICITY It was agreed to publicise the financial support provided by the Council to the Abbey Cinema during the Covid pandemic, taking into account commercial sensitivity and an appropriate level of detail.	Community Services and Events Officer	15-July-2021 As per guidance from the leader of the Council and Town Clerk this has not been publicised.
2020-21	30-Mar-21	F157	GRANT-FUNDED BUS USAGE It was noted that the review of local transport support had previously requested the provision of bus usage figures regularly. It was agreed that this should resume after lockdown ends to enable councillors to make an informed decision for the budget for 2022-3.	Town Clerk	We now have figures up to date and these will be published on the members' SharePoint.
2020-21	30-Mar-21	F158	CHARITY ANNUAL RETURNS It was agreed that the Town Council should develop a proforma for grant-funded charities to help them to keep the Town Council updated.	Town Clerk/ Cllr Halliday	Town Clerk allocating this work to another officer to be undertaken by 31 August so that this can assist potentially in the budget process

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2020-21	30-Mar-21	F163	<p>COVID 19 RESPONSE - COUNCIL MEETINGS</p> <p>It was agreed to send a letter to the government minister expressing disappointment at the proposed changes after May 7 which may not allow virtual meetings to continue.</p>	Town Clerk	Letter to Rt Hon Robert Jenrick MP April 2021; acknowledged but no substantive answer. Reminder sent July 2021.
2020-21	30-Mar-21	F163	<p>COVID-19 RESPONSE - STAFF TESTING</p> <p>Town Council staff would need to attend a test centre in Wantage and it was agreed that the Town Clerk would write to the Secretary of State for Local Government to advise on the difficulties this would create.</p>	Town Clerk	This proved not to be necessary as government decided early April 2021 to make lateral flows tests (LFTs) available to all, on request and free of charge. Note it is thought that charges may be introduced for LFTs some time over the summer.
2020-21	30-Mar-21	F163	<p>COVID-19 RESPONSE - ENDING LOCKDOWN</p> <p>The Town Clerk was asked to prepare a report for Full Council on options to support residents as the lockdown eases.</p>	Town Clerk	28.4.21 – report presented to Council

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2020-21	30-Mar-21	F164	<p>GOVERNANCE REVIEW</p> <p>It was AGREED that an informal briefing be organised for all members with the same presentation to allow all councillors to make an informed decision at Full Council. Officers were asked to set up an all-member briefing with LGRC ahead of the Full Council meeting on 28 April 2021.</p>	Town Clerk	<p>28.4.21 - Report to Council explained that it had not been possible to schedule a briefing. Briefing took place 24.5.21</p> <p>Final report to be considered by F&GP 20.7.21</p>
2020-21	30-Mar-21	F174	<p>PROPERTY MATTERS</p> <p>Members agreed that the future role and remit of the Visitor Information Centre needed to be finalised and it was agreed that the Town Clerk would bring some proposals to a future meeting. The committee agreed that usage / visitor numbers should be monitored regularly and complete records retained.</p> <p>Town Clerk to bring proposals to a future meeting</p>	Town Clerk	<p>6.7.21 - report presented to Community Services Advisory Committee by Deputy Town Clerk which confirmed re-opening on 19.7.21. Service use to be reviewed in December 2021</p>

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2020-21	30-Mar-21	F175	<p>NEIGHBOURHOOD PLAN</p> <p>It was resolved that:</p> <p>(i) The Town Clerk apply for the Basic Grant for the 2nd stage of the delivery of the Abingdon Neighbourhood Plan</p> <p>(ii) Authority be delegated to the Town Clerk in consultation with Cllr Grace Clifton, Lead Councillor Neighbourhood Plan Steering Group, and Cllr Samantha Bowring, Chair of Finance and General Purposes Committee, to accept the quote from Feria Urbanism, as detailed in the report.</p>	Town Clerk, Cllr Bowring, Cllr Clifton	<p>(i) Basic grant will be applied for when the Neighbourhood Plan area is formally designed by the DC.</p> <p>(ii) Quote received from Feria Urbanism for work to allow work to continue within budget</p>
2020-21	30-Mar-21	F174	<p>DEFIBRILLATORS</p> <p>The committee considered a request from the Lions Club of Abingdon in relation to the maintenance and responsibility for the defibrillators located around the town. It was agreed that further information was required and a report would be presented at the next meeting of this committee.</p>	Properties Officer	Properties Officer to prepare report. Properties Office has received 60% of the information. Remaining information is still trying to be obtained at which point the report will be presented to the appropriate committee.

Updated 16 July 2021