



# ABINGDON-ON-THAMES TOWN COUNCIL

## Council Summons & Agenda

Wednesday 28 July 2021

at 7.00pm

23 July 2021

To 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 28 July 2021 at 7pm** for the transaction of the business stated below.

The meeting will be held in person but due to the Covid-19 pandemic the Town Council will not allow members of the public to attend in person. If you would like to view the meeting via Teams, please e-mail [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk) and you will be sent the relevant link on the day of the meeting. The meeting ID was forwarded to Members on 2 July 2021.

In order to proceed in the safest manner it is intended that the meeting be organised so that it is quorate and that most members will join the meeting remotely. However it will be permitted for the Mayor to take an indicative vote of all members who are present in person or virtually if she considers this to be helpful but in these circumstances note that this would need to be followed by a vote of only those who are present in order to comply with legal requirements.

The meeting will, as far as possible, be conducted in the same way as a meeting with all participants attending 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 3.

At each open agenda item there are links to the relevant documents which open the document from the Council's website. Should you require a separate pdf version of individual documents please e-mail [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk)

Any queries on the agenda should also be directed to [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

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.

# AGENDA

## **SECTION I (Open to the Public Including the Press)**

### 1 **Apologies**

To receive apologies for absence.

### 2 **Declarations of Interest**

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

### 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 ([democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk)), must be given to the Town Clerk by 7.00 pm on Monday 26 July 2021.

### 4 **Minutes**

To adopt and sign as a correct record the draft minutes of the meeting of the Council held on [30 June 2021](#) and to consider any matters arising.

### 5 **Section 85(1) Local Government Act 1972**

Council agreed at its meeting on 28 April 2021:

1. That with effect from 28 April 2021 any member who does not attend at least one meeting in a six-month period due to the risk to their health resulting from the Covid-19 pandemic has the requirements of Section 85 (1) of the Local Government Act 1972 waived and the time limit extended.
2. That the matter then be reviewed by the Urgency Committee every two months and if necessary a motion extending the time limit by a further six months be considered.

The matter has been reviewed by the Town Clerk who considers that in the current circumstances of proceeding to Step 4 of the Government response to Covid, this matter should be reviewed by full Council and where the requirement is waived this should be by resolution of the Council.

6 **Matter referred by Finance and General Purposes Committee: Governance review**

The Finance and General Purposes Advisory Committee of 20 July 2021 [recommended](#):

1. That the Committee recommend to the Town Council/Assembly and then the Urgency Committee that the report from LGRC “Governance Review – Final Report June 2021” is approved and that its recommendations are implemented in a phased manner with completion, as suggested in the report, by 31 March 2022.
2. That the Committee recommend to the Town Council/ Assembly and then the Urgency Committee, in accordance with the report, that a governance working party for be appointed to serve until 31 March 2022, whose terms of reference are to oversee the implementation and consisting of “the Mayor, the Council Leader, the immediate past Mayor, the Town Clerk, the Deputy Town Clerk and the Committee Clerk. They would be joined by other chairs of the new committees once they are appointed.”
3. That the Committee recommend to the Town Council/ Assembly and then the Urgency Committee that the following are approved for implementation with the following timelines:
  - 3.1 Appendix 1: scheme of delegations – 1 September 2021
  - 3.2 Appendix 4: reports – 1 September 2021
  - 3.3 Appendix 5: minuting policy – 1 September 2021
4. That the Committee recommend to the Town Council Assembly and then the Urgency Committee that the following are noted:
  - 4.1 Appendix 6: survey data
  - 4.2 Appendix 7: IAFC good governance in the public sector
5. That the Town Council/ Assembly and the Urgency Committee note that the officers will come back to members to consider appendix 2 – draft standing orders and appendix 3 – governance review checklist.

This matter is now brought to council for consideration. With the Council meeting in person and therefore sovereign it will not now be necessary for the Urgency Committee to consider.

Members are referred to the papers presented at the Finance and General Purposes Committee.

7 **Covid update**

To receive and consider the [report](#) of the Town Clerk. This is an update for noting and no requiring any decisions.

8 **Report of Town Clerk**

To receive and consider the [report](#) of the Town Clerk. This is an update for noting and no requiring any decisions.