



ABINGDON-ON-THAMES TOWN COUNCIL

Council Summons & Agenda

Wednesday 30 June 2021

at 7.00pm

25 June 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 30 June 2021 at 7pm** for the transaction of the business stated below.

Due to the Covid-19 pandemic the meeting will be in hybrid format, with seven Members attending in person at the Old Magistrates' Court and other Councillors invited to join the meeting remotely. This will ensure that formal decisions can be made at the meeting.

The meeting ID has been forwarded to Members and any member of the public who wishes to attend should e-mail democratic@abingdon.gov.uk to be sent the relevant link.

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 2.

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

Any queries on the agenda should also be directed to 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 **Prayers**

The meeting will open with prayers.

2 **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), must be given to the Town Clerk by 7.00 pm on Monday 28 June 2021.

There will be a presentation from DAMASCUS and The Abingdon Bridge on the Integrated Youth Support Project (Youth Council). A report on this presentation can be found [here](#).

3 **Apologies**

To receive apologies for absence.

4 **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

5 **Minutes**

To adopt and sign as a correct record the draft minutes and notes of the meetings of the Council held on [28 April 2021](#) and [19 May 2021](#) and to consider any matters arising.

6 **Mayor's Announcements**

A list of the Mayor's Engagements can be found [here](#).

7 **Oxfordshire County Council**

To receive and consider a report on the work of the County Council.

8 **Vale of White Horse District Council**

To receive and consider a report on the work of the District Council.

9 **Report of the internal auditor**

To receive the [report](#) of the Internal Auditor and approve the Deputy Town Clerk / RFO's [recommendation](#).

10 **Completion and Approval of Annual Governance Statement**

To complete and approve the Annual Governance Statement 2020-21 as per the Deputy Town Clerk / 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.

11 **Approval of Annual Return and Financial Statements**

The Council is requested to approve the [report](#) of the Deputy Town Clerk / RFO, the Annual Return for the year ended 31 March 2021 and the financial statements for the year ended 31 March 2021.

The Council is required to **approve** its **Annual Return** ([Appendix A](#)) for the previous financial year, by 30 June 2021. The return must be approved by the Council itself; 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 31 March 2021 and its income and expenditure for 2020-21. 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 30 September 2021.

Annual internal audit report. This was completed by the Council's Internal Auditor on 18 June 2021.

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.**

12 **Neighbourhood Plan**

The Abingdon Neighbourhood Plan Steering Group has met to finalise the [interim report](#). This was taken to the Planning, Highways and Consultations Advisory Committee for comment and approval on [17 May 2021](#) (please see Minutes for full details). Task groups have been set up to continue to collect data in specific themed areas - Green Spaces, Hidden Histories and Neighbourhoods, Culture and Town Centre.

The Steering Group aim to begin the first round of public engagement on 1 July 2021, with two events in the Market Place planned for July, as well as an online questionnaire. The comments received from the Planning, Highways and Consultations Advisory Committee have been incorporated into the interim report (including the text, provide in the separate [appendix](#)) which is now presented to Full Council on 30 June 2021. Other members are invited to comment, if they would like, via the online questionnaire when it goes live.

It is **recommended** that the Council receive the interim report, acknowledge the key principles outlined and authorise the Steering Group to proceed with public engagement.

13 **Motions under Standing Order 8**

Motion proposed by Cllr Jim Halliday, seconded by Cllr Andrew Skinner

Abingdon-on-Thames Town Council notes:

1. with concern that Abingdon Bridge has a structural problem and that the repairs might take some time to be completed (due the historic nature of the bridge and the need to use specialist contractors);

2. that at a recent Traffic Advisory Committee, County Councillor Alison Rooke suggested that during the period of the works the Oxfordshire Highways team should explore the options to increase the width available on the Bridge for pedestrians and cyclists and, should any temporary arrangements be put in place, that appropriate monitoring take place and this should include assessing any impacts on traffic flows in the Town Centre;

The Council endorses Cllr Rooke's suggestion and asks the Town Clerk to convey this fact to all Abingdon's County Councillors and to Oxfordshire Highways.