

Finance, Governance and Asset Management Advisory Committee 23 November 2021

Agenda item 5 – Actions Register

Date of meeting	Min ref	Actions	Responsible	Update
30-May-19	G12	<p>GUILDHALL ACCESS The Committee considered the proposals from Leys Longden in relation to access in the building, as detailed in their letter of 23rd May 2019. Resolved: to instruct Peter Turvey (Quantity Surveyor, PT Projects) to provide costings for the various options detailed in the above letter, for consideration at a future meeting of the committee.</p>	Town Clerk	<p>FGP June 2019: Agreed that the Council should not proceed with any particular option until they had fully considered all approaches in detail. The present suite of rooms allows disabled access to some of the rooms and members felt that was appropriate, at least in the short term. Resolved to recommend to Guildhall Committee that further costings and usage information be obtained. Matter held pending longer-term discussions in relation to building. Consideration part of the ongoing work in relation to capital improvements. 17.5.21 - report from Properties Officer on access to Robing Room presented to GH meeting 20.5.21 20.5.21 - delay until after lease agreed. Matter held pending longer term discussions in relation to building. Consideration part of the ongoing work in relation to capital improvements. 17.5.21 - report from Properties Officer on access to Robing Room presented to GH meeting 20.5.21 20.5.21 - delay until after lease agreed. September 2021 – Properties Officer currently working on a project for the Old Magistrates Court and Robing Room. Other matters remain pending resolution of the lease with the Abbey Cinema. 17.11.21 - no further progress on plans for the OMC and Robing Room as Properties Officer continuing to working on other projects with higher priority. Suggestion from Cllr Bowring to add the development of this location to the Forward Plan. Requires approval by committee.</p>

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05-Dec-19	G49	<p>CONFIDENTIAL SECTIONS OF THE RECOMMENDATION ARE IN THE CONFIDENTIAL ACTIONS REGISTER</p> <p>Resolved:</p> <p>(i) That the report of the Town Clerk is approved and the actions taken to date are endorsed.</p> <p>(ii) That matters proceed this stage on the basis of a new lease being agreed with the Regal/Abbey Cinema for the period from December 2020 to December 2024 and that for the avoidance of doubt, no further expressions of interest are requested are approved. The Town Clerk confirmed that the Regal/Abbey Cinema are happy to continue to manage the Guildhall (old side).</p>	Properties Officer	<p>Property considerations ongoing</p> <p>Feb 21 – Lease negotiations are ongoing.</p> <p>20.5.21 - confidential update to GH Committee provided by Properties Officer</p> <p>15-07-21 Final HOT sent to Abbey Cinema for Review.</p> <p>Slade legal have been contacted and asked to deal with the lease renewal. A copy of the HOT has been sent. Awaiting Slade Legal to respond with formal letter of engagement.</p> <p>16.9.21 – Properties Officer to report to meeting</p> <p>23.11.21 - Town Clerk to report to meeting</p>
25-Feb-20	A62	<p>SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS</p> <p>It was resolved that the Chair would meet with the Town Clerk with a view to progressing the following two matters by the next meeting (June 2020):</p> <ul style="list-style-type: none"> - SLAs with allotment associations - Lease / licence agreement with the two football clubs. <p>These are showing as outstanding in the risk register"</p> <p>Allotment SLAs</p> <p>Football club licences</p>	Town Clerk	<p>13 Jan 21</p> <ul style="list-style-type: none"> – Allotments: West End ready to complete. St Edmunds FC (Boxhill) wish to proceed with licence. Saxton Rovers responded. New team now on this matter and meeting to be arranged. <p>Will transfer work to Properties Officer at appropriate point.</p> <p>17.11.21 - Allotment SLAs – Wildmoor now agreed and Drayton Rd issued to chair for comment. Agreement of licences for use of recreation pitches is delayed due to workload of Properties Officer on other matters with higher priority.</p>

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27-Jul-20	G21	<p>GUILDHALL DRAINS Resolved that: i. A civil engineer be engaged to plan a route for a new drain. ii. Two companies be contacted for estimates for this work due to its specialist nature. iii. The two companies to be contacted: • Ridge due to their current knowledge of the building • MJA Consulting, Civil and Structural Engineers based on Abingdon Science Park. Being local they are expected to have knowledge of the local area. iv. The Guildhall Property Working Group manage this work</p>	Properties Officer	<p>19 Oct 20 - work being overseen by Cllr Charlie Birks 17.5.21 update from Properties Officer - drain survey carried out by Lanes for Drains back in 2020 highlighted subsidence and movement of sections within the main drain running from the Guildhall car park to the front of the Roysse office. MJM consulting engineers recommended and supplied details of companies who can assist us in undertaking necessary repairs. These companies are: - OnSite Relining - Wilkinson Environmental - MTS Cleansing OnSite, after reviewing our survey, are unable to assist. Both Wilkinson Environmental and MTS Cleansing have viewed the survey and are keen to quote for repairs. Wilkinson Environmental have submitted a quote for a re-survey, jetting, lining the drain and installing a new manhole at the front of the Roysse office. A site visit from MTS Cleansing has been arranged for Monday 17th May to assess the drains prior to quotation. 20.5.21 - item to remain on the actions register 26.07.21 It has been decided the drainage repair works to go tender for full repair/resportation. 23.11.21 - Investigation works and report has been instructed. See report of Properties Officer.</p>

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09-Feb-21	9	<p>COMMUNITY INFRASTRUCTURE LEVY CONSULTATION</p> <p>It was recommended to Full Council that</p> <p>(i) The policy approved by the Council on 24 June 2020 be formally adopted by the Council.</p> <p>(ii) The Committee consider the wide-range of infrastructure priorities which could be supported by CIL and consider ways in which expenditure can be balanced over three areas:</p> <p>(a) Social infrastructure: e.g. art and culture, youth services, community centres.</p> <p>(b) Physical infrastructure: e.g. pavements, cycleways, flood defences.</p> <p>(c) Green infrastructure: e.g. play areas, public open space including grass verges, woodlands.</p> <p>(iii) A further public consultation on the approved CIL Policy take place launched in the June 2021 Town Crier magazine, or when a suitable mechanism is in place for council to conduct public consultations, whichever is sooner.</p> <p>(iv) That the council’s policy and procedures for effective public consultation be considered as part of the communications review, subject to the resource requirement. The review is scheduled to be completed by 31st March 2021. Areas which the review panel should be asked to consider include: objectives, when to consult, the costs involved and how to ensure that consultation captures an effective representative cross-section of the community.</p> <p>(v) That the responses from the 2020 consultation be noted, together with the amendments suggested by Cllrs</p>	Community Services and Events Officer	This item was added to the Actions Register on 23.8.21 as it had been overlooked. Nov-21 - decision remains outstanding. Committee to advise.

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		<p>Jim Halliday and Pat Lonergan then considered alongside the June 2021 consultation responses and results.</p> <p>(vi) That the responses and results of the consultation be considered by this Committee and the policy reviewed in September 2021 or at the earliest convenient date following the consultation.</p>		
17-Mar-21	A81	<p>LAND OWNERSHIP</p> <p>The committee considered a report from the Town Clerk on the Town Council's current ownership of land and procedures to be followed to purchase and dispose of land. The report was welcomed and it was AGREED that this report would be left on the Actions Register to ensure that the Committee remains informed on the matter.</p> <p>Standing item to note for future meetings</p>	All committee members	Standing item to note for future meetings
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	<p>21.9.21 - Properties Officer to prepare a report for the next meeting which confirms the maintenance liability and offers support to the various organisations on the maintenance, warranty and the requirements for the maintenance of the defibrillators</p> <p>Nov 21 - Updated report to 23.11.21 meeting following requests for further information from Councillors (FG7).</p>
15-Jul-21	M9	<p>LIFT TO SESSIONS HALL</p> <p>It was noted that work on a lift to the Sessions Hall may involve Ridge, who have been involved with earlier work at the County Hall museum. Andrew Lord continues to support the project as a consultant. The ambition is to have a lift which would serve both floors of the building.</p>	Town Clerk / Museum Manager	<p>September 2021 - awaiting report from Ridge structural engineer before pre-planning advice is obtained.</p> <p>23.11.21 - Museum Manager to report to meeting to request approval for funding a feasibility study.</p>

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20-Jul-21	F16	<p>CIVIL PARKING ENFORCEMENT It was recommended:</p> <p>a. That the Urgency Committee note that civil parking enforcement will commence on 1 November 2021 and that the town council agency agreement in relation to the Abingdon residents’ parking schemes will end as of 31 October 2021.</p> <p>b. That the Urgency Committee note that the council’s Parking Attendant is due to be transferred to the County Council’s contractor at on 1 November 2021 under the relevant TUPE provisions and that he be thanked for his work for the town council.</p> <p>c. That the Urgency Committee delegates authority to the Town Clerk to liaise with the principal authorities regarding publicity for the implementation of civil parking enforcement and that the Town Clerk be authorised to publish an online survey regarding parking in Abingdon and work with Members regarding ensuring that this survey is freely available in the town. The Town Clerk would then report back to the relevant committee regarding the findings from the survey and how these would be progressed in to actions.</p>	Town Clerk	27.7.21 - agreed by Urgency Committee September 2021 – publicised in Town Crier. Further information will be provided as this proceeds. Nov 21 - information added to the Town Council website and December Town Crier. To be marked as completed
21-Sep-21	FG14	<p>ABINGDON CLIMATE RESPONSE EMERGENCY CENTRE The Town Clerk confirmed that the Museum Manager had addressed all areas required, including public liability insurance. The Town Clerk would confirm the arrangements with the Museum Manager and would update committee members as soon as possible.</p>	Town Clerk	Nov 21 – update provided to Councillors, task complete.

Updated 18 November 2021