



ABINGDON-ON-THAMES TOWN COUNCIL

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Finance, Governance and Asset Management Advisory Committee 23 November 2021, **7.30pm AGENDA**

Date of agenda: 18 November 2021

To: All Members of the Finance, Governance and Asset Management Advisory Committee

Cllr Samantha Bowring	Leader
Cllr Neil Fawcett	
Cllr Jim Halliday	
Cllr Rawda Jehanli	Chair, Community Advisory Committee
Cllr Ulrike Rowbottom	
Cllr Gabby Barody	Chair, Environment and Amenities Advisory Committee
Cllr Andrew Skinner	Chair, Town Infrastructure Advisory Committee
Cllr Cheryl Briggs	Mayor (ex-officio)

To: All Other Members for Information

Dear Member

Your attendance is requested at a meeting of the **Finance, Governance and Asset Management Advisory Committee** to be held on **Tuesday 23 November 2021 at **7.30pm****.

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. As agreed by the Town Council at its meeting on 29 September 2021, the recommendations of this advisory committee will be considered by the Town Council at its next meeting. Please see the note on governance at the end of this agenda.

Members will receive the meeting ID ahead of the meeting. Any members of the public who wish to attend should e-mail democratic@abingdon.gov.uk and you will be sent the relevant link on the day of the meeting.

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 3.

Should any Member be unable to attend and wish to appoint a substitute to the meeting, they should inform me at democratic@abingdon.gov.uk.

The terms of reference for this committee can be found [here](#).

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

Yours sincerely

Nigel Warner

Nigel Warner
Town Clerk (signed electronically)

Abingdon-on-Thames 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)

1. **Apologies**

To receive any apologies for absence. Cllr Andrew Skinner gave his apologies before the meeting.

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. **Statements and Questions from the Public**

To receive any statements and questions. These should be submitted in writing to the Town Clerk no later than 5pm on Monday 22 November 2021. This may either be by letter to the address above or by e-mail to democratic@abingdon.gov.uk.

4. **Minutes**

To sign as a correct record the draft minutes of the meetings of the Finance, Governance and Asset Management Advisory Committee of [21 September 2021](#) and 27 October 2021.

5. **Forward Plan and Actions Register**

Update on outstanding actions on the Forward Plan, as approved by Full Council on 27 January 2021 and reviewed in October 2021.

Actions Register

The Actions Register report can be found [here](#).

Forward Plan

Policy on digital archive management and retention	
June 2021 review	New item
July to Sept 2021	Policy on digital archive management and retention
Surplus land review	

Oct to Dec 21	Consideration of land which may be excess to the council's requirements. Needs to be part of wider discussions with District Council
Building maintenance & improvement programme (VM)	
Oct to Dec 2020	Installation of new boilers
Jan to Mar 2021	Agreement of maintenance and improvement programme
Apr to Jun 2021	Maintenance and improvement programme year 2
June 2021: review	May 2021 committee: agreed maintenance/ improvement programme
Apr to June 2022	Maintenance and improvement programme year 3
5. Guildhall complex	
Jan to Mar 2021	Decide on longer term priorities for the Guildhall complex
6. Abbey Hall lease	
Oct to Dec 2020	Sign off new lease to 28/2/22.
Jan to Mar 2021	Agree new (longer term) lease.
June 2021: review	Heads of Terms agreed by delegation team
July to Sept 2021	Agreement of any new lease and Guildhall arrangements with Abbey Cinema
Jan to Mar 2022	End of lease on Abbey Cinema (28.02.22)
7. Guildhall management	
Jan to Mar 2021	Agree arrangements re the Guildhall historic rooms
July to Sept 2021	Agreement of any new lease and Guildhall arrangements with Abbey Cinema
8. Museum basement options appraisal	
Jan to Mar 2021	Options appraisal for basement - See May 2021 update
June 2021: review	Options for basement - consider at mtg 10 June - Progress ideas for use of the Basement following the decision not to locate VIC down there. Brief discussions about volunteer run offering at weekends only – invite commercial operators to tender – explore community group uses – maintain kids activity and educational uses especially using the Kempster room – other
July to Sept 2021	Discussions with various community groups - One planet and Carbon Cutters regarding a climate emergency cafe centre - initial proposal received 23rd August 2021 for discussion

Oct to Dec 2021	Develop relationship with Abingdon Climate Emergency Response group trial period in Cafe begins for a 12 month period Oct 2021 - Sept 2022
9. Museum lift options appraisal	
Apr to June 2021	Andrew Lord (AL) re preplanning application advice – locate original documents and application
June 2021: review	Original documentation has been reviewed by DS. VWHDC has suggested that pre-planning app advice should be taken. AL advises need to appoint an architect to undertake this exercise.
July to Sept 2021	Met with Ridge Jim Thomas, structural engineer, awaiting advice regarding design before approaching English Heritage/planning
Apr to June 2022	Planning application Potential grant applications (this will affect timeline)
Jan to Mar 2023	Procurement subject to grants timetable if available
Apr to June 2023	Work on site

Format of Forward Plan

The format of the Forward Plan is being updated. One of the issues at present is that the spreadsheet which contained Forward Plan information has become too large, includes some items which fall below the materiality level of the Plan and does not link as well as it should to the budget.

The members' SharePoint now includes a revised Forward Plan which includes a summary sheet which shows the Plan and the projects included on one page. The intention is that the summary then links to detailed tabs which give more information on specific items within the Plan.

An agreed template will be ready and an example of how this relates to a specific project will be on the new format Plan by 1400hrs 22 November at the latest. Members are requested to review the document ahead of the meeting and give feedback to your officers.

6. **Covid Response Working Group**

To receive the notes of the Covid Response Working Group of [8 November 2021](#).

7. **Management accounts**

To receive and consider a [report](#) and [appendix](#) from the Deputy Town Clerk / Responsible Financial Officer in relation to management accounts from 1 April 2021 to 31 October 2021.

8. **Payment Schedules**

To receive and consider a [report](#) from the Deputy Town Clerk / Responsible Financial Officer in relation to the [list of payments](#) made between 1 September 2021 to 31 October 2021.

9. **2022-23 Estimates**

To receive a [report](#) from the Deputy Town Clerk / RFO detailing the proposed restructuring of the budget (in line with the Council's new governance arrangements) and consideration of budget needs in line with the Forward Plan.

10. **County Hall Museum Manager's Property Report**

To receive and consider a [report](#) and [appendix](#) from the Museum Manager on property matters related to the County Hall Museum.

11. **Property Matters**

To receive and consider a [report](#) and [appendix](#) from the Properties Officer on broadband, glazing and defibrillators.

12. **Green Forum**

To consider recommendations from the Environment and Amenities Advisory Committee of 19 October 2021 (agenda item EA10)

(i) that a Green Forum be established, to be convened by a community partner, the agenda to be set by members of the Forum, with the council providing meeting space and administrative support if required;

(ii) that a non-councillor be co-opted to the committee.

13. **Community Governance Review**

To consider the message below from Steven Corrigan, Democratic Services Manager, Vale of White Horse District Council:

'I am writing to advise you that Vale of White Horse District Council will be undertaking a Community Governance Review (CGR) during 2022 with any agreed changes implemented for the 2023 elections. The purpose of this email is to give you advance warning of what is happening, so that your parish council or parish meeting can start thinking about whether it wishes to seek any changes and submit these for consideration. The council's Community Governance and

Electoral Issues Committee will undertake the review and make the final decision on any alterations. I have set out below the issues that the review will cover:

- Altering the existing boundary of a parish.
- Creating, merging or abolishing parishes.
- Changing the name of existing parishes.
- The electoral arrangements for parishes (e.g. how many parish councillors are required and parish warding).
- Grouping parishes under a common parish council, or de-grouping parishes.
- The “style” of a parish (enabling an area to be known as a town, community, neighbourhood or village rather than a parish).

‘For information guidance states that it is good practice for principal councils to undertake CGRs every 10-15 years. This council undertook an extensive district wide review in 2013/14 and a further review of specific areas/issues in 2017/18. The council has agreed to undertake a community governance review every four years with changes agreed for implementation at the next scheduled parish elections – in this case 2023. As with the review in 2017/18, this review is intended to pick up issues raised within parishes since the last review.

‘The Community Governance and Electoral Issues Committee will meet in early February to consider any requests and agree the terms of reference for the review. I would therefore be grateful if you would submit any requests for matters to be considered with supporting evidence by 21 January 2022. Any parish councils which have submitted matters for review previously are requested to provide confirmation.’

14. **Publicity**

All meetings of the Council and its Committees are open to the press and the public and agendas, reports and minutes are published on the website. Members are requested to make suggestions to officers of items which may be publicised.

15. **Meetings for 2020/21 future meetings**

The dates for future meetings of the Finance, Governance and Asset Management Advisory Committee are:

18 January 2022
22 March 2022
21 June 2022

The committee is asked to consider any reports which should be prepared for the planned meetings.

16. **Exclusion of the public, including the press**

The Chair will move:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted.

Documents in relation to these items will be forwarded for members only.

17. **Confidential Actions Register**

To consider progress on confidential resolved actions from previous meetings of this committee. Members are advised to review the confidential actions register report on SharePoint before the meeting.

18. **Property report**

To receive a report from the Town Clerk in relation to the Abbey Hall.

19. **County Hall Museum Lift**

To receive and consider a report from the Museum Manager on the proposed lift at the museum.

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 democratic@abingdon.gov.uk or telephoning 01235 522642.

Note on Governance

On 29 September 2021 the Urgency Committee and the Town Council reviewed the emergency governance arrangements in place during the current phase of the Covid-19 pandemic.

The council's committees continue to meet on-line as advisory committees.

The recommendations of each advisory committee are then considered by the next meeting of the town council. The town council is conducted as a hybrid meeting with those members physically present at the meeting able to vote and make decisions but with the option also for members to attend on-line, in which case they can speak but not vote.

The emergency arrangements will be reviewed regularly and at each council meeting