



# ABINGDON-ON-THAMES TOWN COUNCIL

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## Finance, Governance and Asset Management Advisory Committee 18 January 2022 AGENDA

**Date of agenda: 14 January 2022**

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 18 January 2022 at 7pm.**

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. The link to join the meeting was sent out on 14 January 2022. 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](mailto: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](mailto: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.

### 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 17 January 2022. This may either be by letter to the address above or by e-mail to [democratic@abingdon.gov.uk](mailto: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 [27 October 2021](#) and [23 November 2021](#).

### 5. **Forward Plan and Actions Register**

#### **Actions Register**

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

#### **Forward Plan**

<b>1. Policy on digital archive management and retention</b>	
June 2021 review	New item
Nov 2021	Draft policy to be considered at Jan 2022 meeting. See item 13.
<b>2. Surplus land review</b>	
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
January 2022	Schedule report for March 2022 meeting

<b>3. Building maintenance &amp; improvement programme (VM)</b>	
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
Apr to June 2023	Maintenance and improvement programme year 4
<b>4. Guildhall complex</b>	
Jan to Mar 2021	Decide on longer term priorities for the Guildhall complex
Update	Abbey Hall: long-term cinema lease (FGAM committee matter) Historic rooms: service under consideration by Community Committee. Currently under outsourced management agreement (Community Committee matter) Old Magistrates Court: Vacated by residents' parking following end of agency agreement 31 October 2021. Improvement works planned for creation of civic complex (FGAM committee matter)
<b>5. Carbon emissions – REFERRED FROM ENVIRONMENT AND AMENITIES</b>	
Jan to Mar 2021	Start process of reducing TC carbon emissions through Scope 1 & 2 Energy Audit of Guildhall and Museum. Audit procured and SGS appointed. Process passed to service committees to modify, modernise & apply.
Apr to Jun 2021	Increase awareness and ability to recycle, in partnership with ACC and VWHDC. Organise an energy renewable workshop (may need to be virtual). Workshop to promote plans which can be locally adopted to support renewable energy (e.g. solar panels, heat pumps) - for Oct to Dec 21 - preference on site
June 2021 review	Energy audits re Guildhall received and considered by Cttee 20.5.21
October 2021 update	Museum energy report outstanding. Recycling awareness and workshops have not taken place
January 2022 update	Museum energy audit: Workshops: these are under the auspices of the Environment and Amenities Committee and it is suggested that this part of the action should be wholly transferred to that Committee to avoid confusion
<b>6. Abbey Hall lease</b>	
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)
Jan 2022	Extension of Abbey Cinema lease and ongoing negotiation of longer-term lease. Updates will be given under confidential agenda
<b>7. Guildhall management (Community Committee action)</b>	
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
January 2022	See Community Committee for update of management agreement – to avoid committee conflict it is suggested that in future this action is only reported under that committee’s Forward Plan
<b>8. Museum basement options appraisal</b>	
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
<b>9. Museum lift options appraisal</b>	
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

6. **Covid Response Working Group**

To receive the notes of the Covid Response Working Group of [6 December 2021](#) and [10 January 2022](#).

7. **Management accounts**

To receive and consider a [report](#) from the Deputy Town Clerk / Responsible Financial Officer in relation to management accounts for period ending 30 November 2021.

8. **Finance report**

To receive and consider a [report](#) from the Deputy Town Clerk / Responsible Financial Officer in relation to:

- payments made between 1 November 2021 to 31 December 2021
- confirmation of petty cash balances
- confirmation of bank reconciliation control

9. **Estimates 2022-23**

To receive and consider the [report](#) of the Deputy Town Clerk / Responsible Financial Officer in relation to the above, including:

- Estimates
- [Fees and charges](#)
- Allowances

10. **Investment Strategy**

To receive and consider a [report](#) of the Deputy Town Clerk / Responsible Financial Officer, including annual review of the strategy adopted in December 2020.

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

To receive and consider a report from the Museum Manager on property matters related to the County Hall Museum.

12. **Property Matters**

To receive and consider a [report](#) from the Properties Officer.

13. **Document retention and disposal policy**

To receive and consider a [report](#) from the Town Clerk together with draft policy.

14. **Community Governance Review**

To receive and consider a [report](#) from the Town Clerk on the Vale of White Horse District Council Community Governance Review.

15. **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.

16. **Future meetings**

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

22 March 2022  
21 June 2022

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

17. **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.

18. **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.

19. **Recommendations from Environment and Amenities Advisory Committee 16 November 2021**

To consider the recommendations from the advisory committee which can be viewed in the confidential appendix to the notes of the meeting.

EA33. Community woodland

EA35. Play equipment

*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](mailto:democratic@abingdon.gov.uk) or telephoning 01235 522642.*

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**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