



ABINGDON-ON-THAMES TOWN COUNCIL

Nigel E. Warner, M.A.(Oxon)
Town Clerk
Telephone: (01235) 522642
Facsimile: (01235) 533112
Email: enquiries@abingdon.gov.uk
Website: www.abingdon.gov.uk

Royse Court,
Bridge Street,
Abingdon-on-Thames.
OX14 3HU

Finance, Governance and Asset Management Advisory Committee 22 March 2022 AGENDA

Date of agenda: 18 March 2022

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

Cllr Samantha Bowring
Cllr Rawda Jehanli

Chair, Leader of the Council
Vice-Chair; Deputy Leader and Chair Community
Advisory Committee

Cllr Neil Fawcett
Cllr Jim Halliday
Cllr Ulrike Rowbottom
Cllr Gabby Barody
Cllr Andrew Skinner
Cllr Cheryl Briggs

Chair, Environment and Amenities Advisory Committee
Chair, Town Infrastructure Advisory Committee
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 22 March 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 will be sent out separately. 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.

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 21 March 2022. 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 [18 January 2022](#).

5. **Forward Plan and Actions Register**

Actions Register

The Actions Register report can be found [here](#). Members are requested to note the report and approve recommendations regarding specific actions.

Forward Plan

1. Policy on digital archive management and retention	
June 2021 review	New item
Jan 2022	Policy adopted by Council
Mar 2022 update	Following consultation with the Council's archivist an appendix has been added to the document regarding which current Council documents should be entered in to the Council's archives

2. 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
March 2022 (agenda item 18)	Report of the Town Clerk presented at the meeting.
3. 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
Apr to June 2023	Maintenance and improvement programme year 4
4. Guildhall complex	
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
5. Carbon emissions – REFERRED FROM ENVIRONMENT AND AMENITIES	
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

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)
Jan 2022	Extension of Abbey Cinema lease and ongoing negotiation of longer-term lease.
March 2022 update	Lease extended to 30 November 2022. Ongoing negotiation of 25-year lease with Abbey Cinema
8. Museum basement options appraisal	
Jan to Mar 2021	Options appraisal for basement.
June 2021: review	Options for basement considered at meeting of 10 June 2021.
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	Developed relationship with Abingdon Climate Emergency Response group, trial 12-month use of café area in basement, 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

6. **Covid Response Working Group**

To receive the draft notes of the Covid Response Working Group meeting of [7 March 2022](#).

7. **Finance report**

To receive and consider a [report](#) from the Deputy Town Clerk including:

- (i) [Payment listings](#) for 1 January – 28 February 2022
- (ii) [Management accounts](#) for period ending 28 February 2022

8. **Community Infrastructure Levy**

- (i) To receive and consider a [report](#) from the Deputy Town Clerk, containing details of CIL monies received to date and CIL monies due for the period 1 October 2021 to 31 March 2022.
- (ii) To consider and formally resolve whether the council wishes the district council to hold any funds on our behalf (annual requirement to resolve).

9. **Property Matters**

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

10. **Strategic Risk Register**

To receive and consider a [report](#) from the Deputy Town Clerk, containing the strategic risk register for 2021-22.

11. **Consultations Policy**

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

12. **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.

13. **Future meetings**

The date for the next meeting of the Finance, Governance and Asset Management Advisory Committee is 21 June 2022. The calendar of meetings for 2022-23 shall be considered at the Council meeting of 30 March 2022.

The committee is asked to note the date of the next meeting and consider any reports which should be prepared for the future meetings.

14. **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.

15. **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.

16. **Write offs**

To receive and consider a report from the Deputy Town Clerk.

17. **Abbey Hall**

To receive and consider a report from the Properties Officer.

18. **Surplus land review**

To receive and consider a report from the Town Clerk.

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