

Finance, Governance and Asset Management Advisory Committee 22 March 2022

Agenda item 5 – Actions Register

Updated 17 March 2022

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>	Properties Officer	<p><i>For progress on this action in prior period, see earlier FGAM reports (or internal record on SharePoint)</i></p> <p>17.5.21 Report from Properties Officer on access to Robing Room presented to GH meeting 20.5.21. It was agreed by the GH committee to delay progress until lease for the Abbey Hall agreed.</p> <p>21.9.21 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.</p> <p>17.11.21 No further progress on plans for the Old Magistrates' Court and Robing Room as Properties Officer continuing to work 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> <p>13.3.22 Plans for the OMC and Robing Room are now included on the Forward Plan. Recommendation to remove the action from this report and monitor through the Forward Plan updates instead.</p>

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25-Feb-20	A62	<p>SLAs with allotment associations and lease / licence agreements with football clubs 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" Allotment SLAs Football club licences</p>	Properties Officer	<p>13.1.21 – Allotments: West End ready to complete. - Football clubs: St Edmunds FC (Boxhill) wish to proceed with licence. Saxton Rovers responded. New team now on this matter and meeting to be arranged.</p> <p>17.11.21 - Allotments: Wildmoor now agreed, and Drayton Rd issued to chair for comment. - Football clubs: agreement of licences for use of recreation pitches is delayed due to workload of Properties Officer.</p> <p>17.3.22 - Allotments: Wildmoor signed agreement in place. Properties Officer to chase West End and Drayton Road for signed agreements to returned. – Football clubs: lease/licences holding over. Council seeking to enter into appropriate leases / licences but neither of the clubs can enter into these as the clubs are not incorporated entities.</p> <p>These outstanding actions have been included in the actions plan for the strategic risk register (agenda item 10).</p>
27-Jul-20	G21	<p>Guildhall drains Resolved that:</p> <ul style="list-style-type: none"> 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: 	Properties Officer	<p><i>For progress on this action in prior period, see earlier FGAM reports (or internal record on SharePoint)</i></p> <p>26.07.21 Agreed that the drainage repair works to go tender for full repair/restoration.</p>

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		<ul style="list-style-type: none"> • 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>23.11.21 Investigation works and report has been instructed.</p> <p>11.01.22 Ridge have conducted a topographical survey of the external grounds of the Guildhall/Abbey Hall in preparation for a feasibility report for drainage relocation works.</p> <p>17.3.22 Recent drain survey is being reviewed by Ridge who have been instructed to carry out the necessary repairs (see agenda item 9).</p>
09-Feb-21	9	<p>CIL consultation</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 Jim Halliday and Pat Lonergan then considered</p>	Community Services and Events Officer	<p>23.11.21 Decision remains outstanding. Committee to advise.</p> <p>14.1.22 Committee requested now to resolve whether further consultation should take place or now be deferred to the next review of the policy → no decision</p> <p>13.3.22 Committee to advise action required.</p>

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		alongside the June 2021 consultation responses and results. (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.		
17-Mar-21	A81	LAND OWNERSHIP 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. Standing item to note for future meetings	All committee members	Standing item to note for future meetings through this Action Plan
18-Jan-22	FG49	WIFI Upgrade Town Clerk has received the quote for wi-fi upgrade to Old Magistrates Court and will update Cllr Halliday by email	Town Clerk	13.3.22 Quote shared with Cllrs Halliday and Foulsham(Chair of Working Group) and order for upgrade has been placed. Action complete
18-Jan-22	FG50	CIL policy Town Clerk was requested to confirm the review date of the CIL policy	Town Clerk	13.3.22 The policy does not include a review date. Action complete.
18-Jan-22	FG50	Consultations policy Town Clerk was requested to suggest a potential time slot within work plans for a policy on consultations to be drafted, considered, and approved	Town Clerk	13.3.22 Draft consultations policy presented to committee (agenda item 11). Action complete.
18-Jan-22	FG57	Retentions Policy Town Clerk was requested to liaise with the town's archivist and compile a list of documents which should be	Town Clerk	13.3.22 Appendix has been added to the policy. Action complete.

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		retained as part of the council's archives, and this list be added as an appendix to the Document, Information and Data Retention and Disposal policy		
18-Jan-22	FG59	Publicity suggestions (i) The council's contribution to the CCTV improvements in the town (ii) The 2022-23 budget and funding	Community Services & Events Officer	10.2.22 Both suggestions included in spring edition of Town Crier magazine. Action complete.