



ABINGDON-ON-THAMES TOWN COUNCIL

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Community Advisory Committee Tuesday 1 March 2022 DRAFT NOTES OF MEETING

Present:

Cllr Rawda Jehanli	Chair
Cllr Neil Fawcett	
Cllr Andy Foulsham	Vice-Chair
Cllr Pat Lonergan	
Cllr Eric de la Harpe	
Cllr Alex Greenaway	

In attendance:

Cllr Jim Halliday	
Roxy Elford	Abingdon Youth Partnership
Holly Freeland	Abingdon Youth Partnership
Andy Crick	Community Services and Events Officer
Susan Whipp	Deputy Town Clerk / RFO (Clerk to the meeting)

SECTION I (Open to the Public Including the Press)

C63. Apologies

Cllr Neil Fawcett advised he would be late attending.

C64. Declarations of interest

None

C65. Minutes

The draft notes of the meeting of the Community Advisory Committee of 21 December 2021 were agreed as a correct record and would be signed by the Chair.

C66. Matters arising

None.

C67. Statements and Questions from the Public

Roxy Elford & Holly Freeland from the Abingdon Youth Partnership thanked the committee for their support and gave an update, they received 101 surveys from young people.

Roxy and Holly then left the meeting.

C68. Forward Plan

The Forward Plan and updates were noted.

Integrated Youth Support Project	Oct to Dec 2020	Work on youth strategy review with budget bid of £30,000-BUDGET BID AGREED
	Jun 2021 – review	Proposal for Integrated youth support project to include Youth Council terms of reference and release of funding Comm Services July 21
	Apr to Jun 2022	Commencement of Youth Council
	Dec 21 update	Terms of reference amended to allow steering group access to funding prior to the set-up of the youth council.
	March 2022 update	Annual report presented to the committee (agenda 8). The partnership will also be delivering a presentation to the town council meeting on 30 March 2022.
Platinum Jubilee (agenda item 10)	Apr to Jun 2021	Agree draft plans for Platinum Jubilee
	Jun 2021 – review	Platinum Jubilee Working Group has been established and plans now need to be taken forward
	Oct to Dec 2021	Finalise timetable for Platinum Jubilee
	Apr to Jun 2022	Platinum Jubilee
Bandstand project	Jan to Mar 2021	Consider bandstand project
	Nov 2021 update	Bandstand project working group has been meeting and update provided to Community Advisory Committee 9.11.21
	Dec 2021 update	Working Group met 30.11.21, Properties Officer looking for advice on pre-planning and flood risks with the Vale of White Horse District Council and the Environment Agency.
	March 2022	Update provided to committee (agenda item 11)

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Communications review	Jan to Mar 2021	Complete communications review
	Dec 2021 update	Communications Review reported on 9.11.21. Style guide adopted by Council 1.12.21
	March 2022	Cllr Foulsham explained 6 months bedding in. is aware that recent staffing changes may have an impact.
Climate Emergency: Market Place	Apr to Jun 2021	Consideration of environmentally friendly measures to address the climate emergency in relation to Market Place events.
	Jul to Sept 2021	Completion and implementation of environmentally friendly measures to address the climate emergency in relation to Market Place cafes and commercial markets
	Update Nov 2021	Implementation delayed due to Covid pandemic. The terms and conditions for hiring the Market Place are being considered and will incorporate some climate emergency measures.
	March 2022	Delayed due to workloads of officers. Cllr Foulsham, a good sign that this is covered, and we are doing the right thing.
Council events	Oct to Dec 2021	Accessibility audit in relation to council events
Corporate Branding	Oct to Dec 2022	Branding improvements - report to committee with a view to agreement and implementation
Christmas Lights (agenda item 19)	Oct to Dec 2021	Assess need for Christmas lights earmarked reserve. To be considered at a future meeting.
	Dec 21 update	Cemeteries and Outdoor Services Manager to prepare a report. Committee resolved that working group would continue.
Museum: temporary exhibitions programme	June 2021 review	HapticArt - Abingdon Treasures
	July to Sept 2021	David Melling - Drawing Stories; Fairy tales & Wildlife
	Oct to Dec 2021	Martin Wackenier Abingdon in True Colours
	Jan to Mar 2022	Morland; A family business
	Apr to Jun 2022	The Platinum Years in Abingdon
	July to Sept 22	The Abingdon Ichthyosaurs - Grendelius by Megan Jacobs
	Oct to Dec 22	Kate Hammersley - Common Ground
	Jan to Mar 23	Planes Trains and Automobiles - RAF Abingdon, GWR, MG.

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	July to Sept 23	Abingdon's Lost Monuments
	Oct to Dec 23	Abingdon Quilters
Museum: digital projects	July to Sept 21	The Abingdon Ichthyosaurs
	Oct to Dec 21	Abingdon Fair - Damascus Youth - ACER
	Jan to Mar 22	Women of Abingdon
	Apr to Jun 22	Town Twinning / Platinum Jubilee Youth and Elderly oral history project
	July to Sept 22	South Asian History month - Couldrey India paintings and poetry - Festival Archaeology
	Oct to Dec 22	Black History Month - Museum at night – Hallowe'en
Museum: events	Oct to Dec 21	Abingdon Astronomical Society/Gareth Howell WW2
	Apr to Jun 22	Jubilee day event derived from Youth & Care home project
	July to Sept 22	Festival of archaeology
	Oct to Dec 22	Museum at Night
Museum: accreditation	Oct to Dec 21	Policies to be approved by museum governing body prior to Accreditation. DS/EB to finalise museum forward plan.
	Jan to Mar 2022	Adjusted Accreditation deadline 1st April 2022 - full accreditation now lasts 5 years
	Oct to Dec 23	Accreditation submission work (expires Jan 2024) New lift complete (subject to grants etc)

C69. Actions Register

The committee considered progress on actions:

i) Art display in Roysse Room.

Cllr Jehanli stated need to revisit this next municipal year. Officer were requested to clarify agreement of Abbey Cinema.

ii) Food Waste Policy

Cllr Halliday noted that this action had been recorded against both this committee and Environment and Amenities committee. Agreed to remove from this committee.

The actions register was noted.

C70. Annual Grant Recipients

Cllr Greenaway stated it was very useful to receive these reports and thanked officers. Cllr Jehanli agreed and suggested visits in later plans. Cllr Foulsham suggested a paragraph on each, we are 'walking with them' so we should publicise further. Cllr Greenaway agreed.

The reports from the annual grants' recipients were noted.

C71. Grant applications

Grant applications were considered from:

- Abingdon Concert Band
- ATOM Festival
- Oxfordshire Play Association (OPA)
- The Friends of Abingdon Civic Society

It was proposed by Cllr Lonergan, seconded by Cllr Eric de la Harpe and **RECOMMENDED to FULL COUNCIL** to award the following grants:

Name of Applicant	Purpose of grant, as summarised in the grant application	Grant awarded
Abingdon Band Concert (a)	Seeking up to £500 towards the cost of new musical scores for the band to play and perform in concerts in 2022.	It was recommended to the Town Council that a grant of £500 requested be awarded.
ATOM Festival (d)	The grant will help fund part of the insurance costs, part of the cost of the Jubilee celebration Family Science Day and part of the Market Square event.	It was recommended to the Town Council that a grant of £1200 requested be awarded.
Oxfordshire Play Association (OPA) (d)	To help deliver another Play & Activity Day on Saturday 9th July.	It was recommended to the Town Council that a grant of £1000 requested be awarded.
The friends of Abingdon Civic Society (d)	To help create a more comprehensive Abingdon Walks Collection as an online resource with a limited number of print copies specifically printed in time for the Jubilee.	It was recommended to the Town Council that a grant of £1500 requested be awarded.

The Deputy Town Clerk suggested that the application form be updated to mirror the grant scoring system. Cllr Greenaway asked that the application guidance be updated as well.

It was agreed that an updated application form be produced and circulated to members to test for clarity and completeness prior to the form being issued for use by grant applicants.

The above grants were made in pursuance of the Council's powers, as noted in column one, as follows:

- (a) Local Government Act 1972, section 145;
- (b) Local Government Act 1972, section 137;
- (c) Local Government and Rating Act 1997, part III, section 31;
- (d) Local Government Act 1972, section 144;
- (e) Local Government Act 1972, section 142 (2A);
- (f) Local Government (Miscellaneous Provisions) Act 1976, section 19;
- (g) Local Government Act 1972, section 133;
- (h) Local Government (Miscellaneous Provisions) Act 1976, section 19.

C72. Platinum Jubilee working group

The committee considered the notes of the Platinum Jubilee working group meeting of 20 January 2022.

Cllr Jehanli gave a verbal update on the meeting which took place with officers this week with the Chair and Vice Chair and gave an update on the area she is leading on which is merchandise.

Cllr Halliday asked if the Geoff Dunbar mugs will be a numbered limited addition, will the town council get the copyright in person? The committee meets next in June and the Deputy Town Clerk was asked what power the working group has to spend the budget. The answer was given that £52k is in the budget anything more than this required would need a supplementary estimate then agreed with Full Council.

Cllr Fawcett joined the meeting at 7.41pm.

C73. Noticeboards

The committee considered a report from the Town Clerk to consider alternative locations for a Market Place noticeboard than the location agreed in the original resolution.

Cllr Fawcett stated that we should be mindful of the blind and partially sighted and would prefer to stick to the original resolution but prepared to be persuaded otherwise, not sure how it fits in with the Art Project.

Cllr Jehanli was advised that there was Arts funding available so could try to make it fit but noted that the council does have sufficient funds available for the purchase and installation of a new noticeboard without requiring external funding

Cllr Jehanli then updated on progress working with Abingdon Civic Society regarding the updating of information on noticeboards across the town

Cllr Lonergan proposed, Cllr de la Harpe seconded, and it was **RECOMMENDED to FULL COUNCIL** that the new noticeboard be installed near R & R Cafe, subject to consultation with local groups for blind and partially sighted.
Cllr Lonergan suggested vertical hinges as safer.

The committee then considered the quotations obtained for the replacement of the noticeboards in two of the council's bus shelters.

Cllr Lonergan proposed, Cllr Foulsham seconded, and it was **RECOMMENDED to FULL COUNCIL** that the two bus shelter noticeboards be replaced.

Cllr de la Harpe has worked in field of digital notice boards and happy to offer advice.

(It was noted that the agenda items were taken out of sequence)

C74. **Bandstand working group**

The committee considered the update from the Bandstand Working Group. Cllr Halliday clarified the locations being considered.

The report was noted.

C75. **Museum service update**

The committee considered and noted a report from the Museum Manager.

It was proposed by Cllr Lonergan, seconded by Cllr Foulsham and **RECOMMENDED to FULL COUNCIL** that the museum's Forward Plan 2022-2026 and the Key Aims Action Plan appendix FP1 2022 be approved.

C76. **Publicity**

Members considered the request for suggestions to officers of items which may be publicised. The following was suggested.

- Grants, annual and throughout the year (feature in the Town Crier)
- Radley Lakes Trust
- Cllr Halliday suggested quotes from the Annual Report and the gearing effect to include numbers.

Cllr Greenaway agreed that the grants should be publicised but noted that there seemed to be less applications than in previous years. Was this because there were less community groups?

Cllr Fawcett asked how volunteers could be encouraged. Cllr Greenaway suggested holding an activities day.

Could Clubs & Societies Day be re-established? It was agreed that officers will investigate and consult with Cllr Foulsham.

C77. Town Crier

Cllr Jehanli thanked Cllr Fawcett and Cllr Bowring for their work on the spring edition of the Town Crier.

Cllr Jehanli ask Cllr Fawcett's opinion based on his professional experience.

Cllr Fawcett advised,

- Several residents like paper format, happy this was the correct decision.
- Could add pages as delivery cost is pretty fixed up to a certain weight, and marginal cost of additional pages is reduced for printing.
- Need a reasonable level of design skills and competency would think could be worth paying more to get a professional look.

Cllr Jehanli agreed layout and design is important, type face and size is very important. Need reasonable period of notice to provide input. It is a town council publication, so the Town Clerk signs off the publication rather than councillors.

It was requested that the Community Services and Events Officer present a timetable and plan for future editions, and this be presented at the next committee meeting.

C78. Dates of future meetings

The date for the next meeting of the Community Advisory Committee was noted as 7 June 2022 but to be considered later as it is a busy time.

C79. Exclusion of the public, including the press

The Chair moved 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.

C80. Confidential Actions Register

The committee noted the report.

Cllr Jehanli updated the committee on a future meeting with the fair organisers, Bob Wilson & Sons, planned for later in the month.

C81. Guildhall Management Arrangements

The committee considered and noted the report from the Properties Officer.

It was proposed by Cllr Lonergan, seconded by Cllr Foulsham and **RECOMMENDED to FULL COUNCIL** that the approval be granted as per the Properties Officer's request.

Please see the confidential appendix to these minutes.

C82. **Hot Food Vendor Licence**

The committee considered the report of the Town Clerk.

It was proposed by Cllr de la Harpe, seconded by Cllr Lonergan and **RECOMMENDED to FULL COUNCIL** that the hot food vendor licence be renewed for the year from 1 April 2022 and it be delegated to the Town Clerk to negotiate the fee, in line with the proposals contained within the Town Clerk's report.

C83. **Matters Arising**

The Chair, Cllr Rawda Jehanli gave a verbal report to the committee going back over the year. Cllr Jehanli thanked councillors and officers for all their support during her first year in office.

Cllr Jehanli reported that she had identified some improvements regarding communication and projects and would produce some guidelines which would enable the committee and the council to increase its effectiveness in the future.

The meeting closed at 9.10pm