



# ABINGDON-ON-THAMES TOWN COUNCIL

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## **Finance, Governance and Asset Management Committee, 21 June 2022 DRAFT MINUTES**

### **Present in person:**

Cllr Samantha Bowring  
Cllr Jim Halliday  
Cllr Andrew Skinner  
Cllr Andy Foulsham            Mayor ex-officio

### **In attendance in person:**

Cllr Margaret Crick  
Nigel Warner                    Town Clerk  
Susan Whipp                    Deputy Town Clerk / RFO  
Paula Lopez                     Committee Clerk (Locum)

### **In attendance online:**

Cllr Neil Fawcett  
Cllr Ulrike Rowbottom  
Dan Sancisi                     Museum Manager  
Victoria Moore                 Properties Officer

## **SECTION I (Open to the Public Including the Press)**

### **F1/22. Apologies**

Cllr Gabby Barody gave her apologies before the meeting.

### **F2/22. Declarations of interest**

There were no declarations of interests.

### **F3/22. Statements and Questions from the Public**

None.

#### **F4/22. Election of the Chair and Vice Chair for the 2022-2023 Municipal Year**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Skinner, **that**, Cllr Samantha Bowring be elected Chair for this Municipal year, there were no other nominations, so this was unanimously **AGREED**.

It was **proposed** by Cllr Bowring, **seconded** by Cllr Foulsham, **that**, Cllr Jim Halliday be elected Vice Chair for this Municipal year, there were no other nominations so this this was unanimously **AGREED**.

#### **F5/22. Governance**

It was **proposed** by Cllr Bowring, **seconded** by Cllr Foulsham, **that**, the Terms of Reference for this committee be **APPROVED**. This was **AGREED**.

**A minor change to the wording was suggested and subject to this**, it was **proposed** by Cllr Bowring, **seconded** by Cllr Skinner, **that**, the Terms of Reference for the Personnel Sub-committee be **APPROVED**. This was **AGREED**.

- i) Cllr Halliday stated that it would be useful if the dates for the Parish meeting and the Annual meeting were added to the calendar, this was **AGREED**. It was noted that most committees met on a Tuesday, and this should be reviewed. This committee would be happy to change its day to a Wednesday from September. To be an agenda item at the Full Council meeting on 29 June 2022.
- ii) A discussion took place following the report presented by the Town Clerk on remote meetings. This will be discussed further at the Full Council meeting on 29 June 2022 to clarify the decision taken at the last Full Council meeting on 30 March 2022.

#### **F6/22. Minutes**

It was **proposed** by Cllr Bowring, **seconded** by Cllr Foulsham, **that**, the notes of the meeting of the Finance, Governance and Asset Management Advisory Committee of 22 March 2022 be **APPROVED** and be signed by the Chair as a correct record.

This was **AGREED**.

#### **F7/22. Forward Plan**

The committee reviewed and noted Forward Plan.

Cllr Halliday asked that the format could be changed as the report is a mixture of timelines and comments, this was **AGREED**.

#### **F8/22. Actions Register**

The committee reviewed and noted the Actions Register.

Cllr Bowring asked if work with Saxton Rovers football club could be sped up.

### F9/22. Finance Report

The committee received and considered the report from the Deputy Town Clerk which included the Payment Listings for 1 March to 31 May 2022, the Management Accounts for the period ending 30 April 2022 and the Summary Management accounts for full council for the period ending 30 April 2022, it was **proposed** by Cllr Halliday, **seconded** by Cllr Bowring, **that**, these be **APPROVED**.

This was **AGREED**.

The Chair thanked the Deputy Town Clerk/RFO for all her hard work on these, this was reiterated by all members of the committee.

### F10/22. Finance Report - Audit

The committee received and considered the reports from the Deputy Town Clerk and the internal auditor, Auditing Solutions Ltd. It was **proposed** by Cllr Bowring, **seconded** by Cllr Foulsham, **that**, these be **APPROVED**.

This was **AGREED**.

This was the last meeting of this committee that the Deputy Town Clerk/RFO would attend, and the Chair thanked her for everything she had done for Abingdon-on-Thames Town Council over the years and wished her lots of luck in her new job. Members all agreed.

### F11/22. Property Matters

The committee received and considered a report from the Properties Officer.

Members noted the Current works and property progress.  
Members noted the Guildhall roof.

It was **proposed** by Cllr Bowring, **seconded** by Cllr Foulsham, that the Roysse Drains report proposal be **APPROVED**. This was **AGREED**.

Cllr Halliday asked if archaeological consideration should be given when doing this work also he was concerned with regards to damage to the York paving, the Properties Officer stated that she would monitor this.

It was **proposed** by Cllr Halliday, **seconded** by Cllr Foulsham, that the Guildhall stonework proposal be **APPROVED**. This was **AGREED**.

Cllr Bowring stated that a list of capital projects should be brought to the next meeting of the committee so these projects could be prioritised.

The committee thanked the Properties Officer for her report.

**F12/22. County Hall Property matters**

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

The committee thanked the Museum Manager for his report. The Museum Manager left the meeting at 8:22pm.

**F13/22. Future Agenda items**

Capital projects list – decide how to score project  
County Hall basement proposals.

**F14/22. Meetings for 2022/23 future meetings**

The date of the next meeting of the Finance, Governance and Asset Management Committee was noted as 26 July 2022.

This part of the meeting closed at 8:24pm

**F15/22. 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.

**F16/22. Confidential Minutes**

The confidential notes of the Finance, Governance and Asset Management advisory committee of 22 March 2022 in the appendix were **APPROVED**.

**F17/22. Confidential Actions Register**

The confidential actions register was noted.

**F18/22. Confidential - Abbey Hall, Property Matters**

The committee received and considered a report from the Properties Officer. The report was noted, and the recommendation contained within the report was approved.

The meeting closed at 8:53pm