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ABINGDON-ON-THAMES TOWN COUNCIL

Wednesday 29 June 2022

Draft Minutes

Present in person:

Cllr Andy Foulsham	Mayor
Cllr Gabby Barody	Deputy Mayor
Cllr Samantha Bowring	Leader
Cllr Grace Clifton	
Cllr Margaret Crick	
Cllr Eric de la Harpe	
Cllr Jim Halliday	
Cllr Rawda Jehanli	
Cllr Pat Lonergan	
Cllr Lorraine Oates	
Cllr Andrew Skinner	

In attendance in person:

Nigel Warner	Town Clerk
Paula Lopez	Locum Deputy Town Clerk
Nigel Luker	Macebearer
Rev Keith Dunnett	Chaplain

In attendance online:

Cllr Neil Fawcett
Cllr Helen Pighills
Cllr Ulrike Rowbottom
Nia Williams Sustrans and Harry Davis Oxfordshire County Council
There were two members of the public online.

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DRAFT MINUTES

Brian Tonkin – Town Clerk from 1985 to 2000
Johannah Aynsley – Guildhall Manager from 2012 to 2016

Before the start of the meeting the Mayor asked that those attending in person and on-line observe a minutes silence in memory and thanks for the lives of two former members of staff, Brian Tonkin and Johannah Aynsley, both of whom have sadly died since the last meeting of the Council.

The Rev Keith Dunnett led the meeting in prayer.

T13/22. Public Participation

Nia Williams from Sustrans and Harry Davis from Oxfordshire County Council gave a presentation regarding the Bridge Street/East St Helen Street/Market Place scheme development.

The mayor thanked them for attending and for their presentation and they left the meeting.

T14/22. Apologies

Apologies were received from Cllrs Birks and Cllr Briggs. Cllrs Coveney, Greenaway and Maddison were not present.

T15/22. Declarations of Interest

There were no declarations of interest.

T16/22. Minutes

Before adopting the minutes of the Council meeting on 30 March 2022, the Town Clerk advised that clarification was required regarding face-to-face meetings, minute C103, 3.1 refers, with regards to going forward with hybrid meetings. The Town Clerk stated that as the Proper Officer he was content with such an arrangement.

It was **AGREED**, that, subject to,

1. Those attending remotely are “in attendance” and are unable to chair, propose or second any action or to vote, and,
2. Only those attending “in-person” count towards the quorum.

It was **proposed** by Cllr Skinner, **seconded** by Cllr Halliday, and **RESOLVED** that the minutes of the meeting of the Council held on 30 March 2022 were **AGREED** and would be signed by the Mayor as a correct record.

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Halliday, and **RESOLVED** that the minutes of the Annual Council meeting held on 11 May 2022 were **AGREED** and would be signed by the Mayor as a correct record.

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It was **proposed** by Cllr Halliday, **seconded** by Cllr Lonergan, and **RESOLVED** that the minutes of the Special meeting of the Council held on 23 May 2022 were **AGREED** and would be signed by the Mayor as a correct record.

Cllr Halliday asked if the letter congratulating HM the Queen and agreed in the minutes of the Special meeting of 23 May 2022, T11/22 refers, had been sent. The Town Clerk said he would check.

Representation on outside bodies

It was proposed by Cllr Bowring, seconded by Cllr Oates, that, Cllr Cheryl Briggs be appointed as a Town Council nominative governor of Christ's Hospital following the resignation of Cllr Helen Pighills from that role.

The Council resolved accordingly.

T17/22. Section 85(1) local Government Act 1972

The Town Clerk advised that we had now moved to the next stage of the pandemic and the previous general exemption for those councillors unable to attend meetings, was no longer required. The Council now need to consider each case where members are unable to attend in person as required under the Act.

Council considered waiving the requirements of S85(1) of the Act for Cllrs Coveney, Maddison and Rowbottom for the period to 28 December 2022.

Cllr Clifton stated that she did not agree with voting 'on block' for all councillors and requested that each be voted on individually.

It was **proposed** by Cllr Lonergan, **seconded** by Cllr de la Harpe, and **RESOLVED** that each councillor be voted on individually. A vote followed.

Cllr Coveney – Carried.

Cllr Maddison – Carried.

Cllr Rowbottom – Carried.

T18/22. Community Committee

It was **proposed** by Cllr Halliday, **seconded** by Cllr Foulsham, and **RESOLVED** that the draft minutes of the meeting of the Community Committee held on 7 June 2022 were **RECEIVED**.

T19/22. Finance, Governance and Asset Management Committee

It was **proposed** by Cllr Bowring, **seconded** by Cllr Skinner and **RESOLVED** that the draft minutes of the meeting of the Finance, Governance and Asset Management Committee held on 21 June 2022 were **RECEIVED**.

T20/22. **Mayor's Announcements**

The Mayor's Engagements were **noted**.

The Mayor thanked Cllr Barody and the former Mayor Cllr Briggs for standing in for him at short notice. The Mayor also thanked everyone for their support and sponsorship for the Yellow Submarine Charity walk and he thanked Cllr Halliday and the Town Clerk for attending the memorial service for Mr & Mrs Tonkin on behalf of the Town Council.

T21/22. **Oxfordshire County Council**

The meeting received and considered a report on the work of the county council from Cllr Fawcett.

T22/22. **Vale of White Horse District Council**

No report presented.

The Mayor reported that three former Vale of the White Horse councillors who served the district for a combined total of 52 years have been honoured as Aldermen. One being Cllr Jim Halliday who was awarded the title at a recent special Council meeting in recognition of the service he provided to the council and the district.

Cllr Jim Halliday was a councillor from 1995 to 2015, representing three wards during his time. He began as a councillor for the Abingdon Ock ward and went onto represent Abingdon Northcourt in 2003. From 2007, Cllr Halliday was councillor for the Abingdon Fitzharris ward. He also served as Chair and Vice Chair on the Scrutiny Committee and the Abingdon and Northeast Area Committee.

The Mayor gave his heartfelt thanks to Cllr Halliday and there was a round of applause from the room.

T23/22. **Completion and Approval of the Annual Governance Statement**

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Crick and **RESOLVED** to complete and **APPROVE** the Annual Governance Statement 2021-22 as per the Deputy Town Clerk/RFO's report and the Appendix A.

T24/22. **Approval of the Annual Return and Financial Statements**

It was **proposed** by Cllr Clifton, **seconded** by Cllr Halliday and **RESOLVED** to **APPROVE** the report of the Deputy Town Clerk/RFO, the Annual Return for the year ended 31 March 2022 and the Financial Statements for the year ended 31 March 2022, Appendix A and B.

**Abingdon-on-Thames Town Council, Wednesday 29 June 2022
DRAFT MINUTES**

Susan Whipp, The Deputy Town Clerk/RFO, will leave the employment of Abingdon-on-Thames Town Council on 30 June 2022 and Cllr Halliday asked that it be minuted that Susan be thanked for her service and dedication and for completing the year end accounts when she could have walked away given her departure. Cllr Halliday requested that the Town Clerk and Mayor write a formal letter to her with these thanks.

This was **AGREED** unanimously.

T25/22. Calendar of meetings

The updated draft calendar of meetings was presented at the meeting by the Town Clerk.

It was **proposed** by Cllr Foulsham, **seconded** by Cllr Lonergan, and **RESOLVED** that the Finance, Governance and Asset Management Committee meetings be moved from September, in some weeks, to a Wednesday as indicated on the calendar and that the updated calendar of meetings be **APPROVED**.

T26/22. Appointment of Responsible Officer.

The Town Clerk advised the Council that following the departure of Susan Whipp, the Council's Responsible Financial Officer, in accordance with section 151 of the Local Government Act 1972 it requires that an officer be appointed to perform this role. Members were requested to appoint Nigel Warner, the Town Clerk, as the Responsible Officer (RFO) with effect from 1 July 2022.

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Halliday, and **RESOLVED** that Nigel Warner, the Town Clerk, perform the role of Responsible Finance Officer from 1 July 2022.

The Town Clerk advised that a meeting of the Personnel Sub-committee had been arranged to discuss staffing vacancies.

T27/22. Government response to Standards in Public Life

Members **noted** the correspondence in regard to his.

T28/22. Code of Conduct

Members **noted** the Model Code of Conduct and **agreed** to consider this further at the next Council meeting on 3 August 2022.

The training was highly recommended by the Mayor, the dates for the training were also **noted**.

T29/22. Motions under Standing Order 8

None.

T30/22. Thames Water – Water resource planning

A discussion was held on this. Members asked if Thames Water had consulted the surrounding Parishes, which was not known. It was felt that a meeting with Thames Water should include not just Abingdon Town Council but also the surrounding Parishes. The Town Clerk was asked to contact Thames Water to suggest that they arrange such a meeting.

Cllr Crick stated that she was concerned about lack of water everywhere, the Mayor acknowledged this and recognised her concern.

T31/22. Future Agenda items

Code of Conduct.

T32/22. Dates of future meetings

The next meeting of Council on 3 August 2022 was **noted**.

The Mayor thanked everyone for attending and invited them into the Mayors Parlour at the close of business in the Confidential Section.

T33/22. Exclusion of the Public, Including the Press

The Mayor moved that in accordance with section 1 (2) of the Public Bodies (admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted as summarised below.

SECTION II (Confidential Agenda)

T34/22. Full Council Meeting

The confidential appendix to the minutes of the meeting of Full Council on 30 March 2022 were APPROVED.

See the confidential appendix to the minutes for 30 March 2022.

The meeting closed at 9.35pm.