



# ABINGDON-ON-THAMES TOWN COUNCIL

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## Community Committee Tuesday 7 June 2022 Minutes of meeting

### Present:

Cllr Cheryl Briggs  
Cllr Neil Fawcett  
Cllr Pat Lonergan  
Cllr Andy Foulsham – Mayor ex officio

### In attendance:

Cllr Jim Halliday  
Andy Crick  
Susan Whipp  
Paula Lopez

Community Services and Events Officer  
Deputy Town Clerk / RFO (Clerk to the meeting)  
Committee Clerk (Locum)

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

#### C1/22 To elect a Chair and Vice Chair for the 2022-2023 Municipal Year

There were no nominations from those present for the Chair for the 2022-2023 Municipal Year.

Cllr Fawcett was nominated for Vice Chair. It was **proposed** by Cllr Foulsham, **seconded** by Cllr Lonergan, **that** Cllr Fawcett be Vice Chair of this committee. It was **AGREED** unanimously that as Vice Chair Cllr Fawcett stood in as Chair for this meeting.

#### C2/22 Apologies

Apologies were received from Cllr Bowring, Cllr Oates and Cllr Greenaway. Cllr Coveney and Cllr Jehanli were not present.

C3/22 **Declarations of interest**

There were no declarations of interest.

C4/22 **Terms of Reference**

The Terms of Reference for this committee were reviewed and **AGREED**.

C5/22 **Statements and Questions from the Public**

One member of the public attended who did not wish to speak.

C6/22 **Minutes**

It was **proposed** by Cllr Foulsham, **seconded** by Cllr Lonergan, **that**, the draft notes of the meeting of the Community Advisory Committee of 1 March 2022 December 2021 be **AGREED** as a correct record and would be signed by the Chair.

C7/22 **Matters arising**

The Deputy Town Clerk advised that there was an action missing from the Actions Register arising from the minutes with regards to a revision of the Grants Application Form. The action had not yet been completed due to heavy workloads and would be added to the Actions Register and addressed at the next meeting.

There were no other matters arising.

C8/22 **Forward Plan**

Cllr Halliday attended as a guest to give an update on the Bandstand project and the Christmas Lights.

The Forward Plan was discussed and updated.

<b>Integrated Youth Support Project</b>	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

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	Dec 2021 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 meeting and a presentation to the town council meeting on 30 March 2022.
	June 2022 update	Notes from meetings at agenda item 12 It was agreed that this was complete and could be removed.
<b>Platinum Jubilee</b>	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
	June 2022	The Community Services and Events Officer advised that the event went well. It was agreed that this can now be removed.
<b>Bandstand project</b>	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	Update provided to committee
	June 2022	Cllr Halliday reported that the Bandstand Working Party (Cllrs Halliday and Jehanli, plus two residents with expert knowledge) had identified two potential sites. The Council's Properties Officer had consulted the Environment Agency and the Vale of White Horse District Council who had confirmed that both sites were viable, and that they would be able to give more detailed feedback on receipt of a pre-application planning application. The Town Clerk, at the recommendation of the Working Party, had placed a small contract on a local firm of architects to prepare two outline designs to accompany the pre-application submission. The architects were currently working to prepare these designs and would help present them to the District Council's planning team. Should a favourable report

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		then be received, the Working Party planned to use the outline plans to illustrate presentations and printed literature for subsequent display to both potential sponsors and the residents of Abingdon. In summary: it was reported that the project is proceeding along a planned trajectory and the Town Council funds are being used to prepare the evidence base with which to maximise external sponsorship income."
<b>Communications review / Corporate branding</b>	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
	June 2022 update	Follow up meeting of the communications working group to be arranged by officers
<b>Climate Emergency: Market Place</b>	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
	Nov 2021 update	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 update	Delayed due to workloads of officers
	June 2022 update	Delayed due to workloads of officers
<b>Council events</b>	Oct to Dec 2021	Accessibility audit in relation to council events
	June 2022 update	Delayed due to workloads of officers
<b>Christmas Lights</b>	Oct to Dec 2021	Assess need for Christmas lights earmarked reserve. To be considered at a future meeting.
	Dec 2021 update	Committee resolved that working group would continue
	June 2022	Cllr Halliday reported that the Working Party (Cllrs Halliday and Clifton) were working with the officers to prepare a detailed specification about the installation of the Town's Christmas lights and that the intention was that this would

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		form an annex to a tender to be issued in the near future to both the Council's current supplier and other potential suppliers. The Officers plan to issue the tender very soon so that the installation of the Remembrance Day/Christmas lights in October/November/December is clearly specified and an order is then placed to ensure that the 2022 Christmas lights display maintains the standard of previous years.
<b>Museum: temporary exhibitions programme</b>	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.
	July to Sept 23	Abingdon's Lost Monuments
	Oct to Dec 23	Abingdon Quilters
<b>Museum: digital projects</b>	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
<b>Museum: events</b>	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
<b>Museum: accreditation</b>	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)
	June 2022 update	Accreditation submission completed (see agenda item 11)

C9/22. **Actions Register**

- a) The committee considered progress on actions. The Chair asked that those actions completed be removed. The actions with regards to the Notice Board to be condensed into one action. This was **AGREED**.
- b) It was **proposed** by Cllr Foulsham, **seconded** by Cllr Lonergan, that, the draft Grants Annual Return proforma, was **APPROVED**. This was **AGREED**.

C10/22 **Community Grant applications**

Grant applications were considered from:

- Abingdon Church Twinning Committee
- Friends of Abingdon Civic Society

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Fawcett, **that**, both grants were **APPROVED** as below. This was **AGREED**.

Cllr Fawcett expressed thanks to the Friends of Abingdon for running the Heritage open days.

Name of Applicant	Purpose of grant, as summarised in the grant application	Grant awarded
Abingdon Church Twinning Committee (b)	Seeking £250 towards the speakers travelling costs: £20, Eco-café lunch for 40 people: £400, visit to gardens coach hire: £350 and entrance fee: £100; trees to offset travelling incurred (4 x £20) = £80, for a total of £950.	<b>A grant of £250 was awarded.</b>
Friends of Abingdon Civic Society (b)	Seeking £1250 towards Heritage Open weekend costs <b>Exhibition costs: £625</b> Includes venue and equipment hire; printing of display materials (including some specialist printing); obtaining permissions, licences etc. <b>Publicity and printing: £950</b>	<b>A grant of £1,250 was awarded.</b>

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.

C11/22 **Museum Service**

The report with appendix was considered and **APPROVED**.

C12/22 **Youth Strategy**

The committee noted the records of the meetings from 28 March and 20 May 2022.

Cllr Foulsham attended the AGM of The Abingdon Bridge and was very impressed regarding the volume of services they are now providing; they are very professional.

C13/22 **Finance Report**

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Foulsham, that the management accounts are **APPROVED**. This was **AGREED**.

Cllr Lonergan requested that the number of tables and chairs currently in the Market Place at the various café establishments are checked as he believed some had increased the number of outside tables and may no longer be paying the council the correct charge.

C14/22 **Future Agenda items**

Cllr Fawcett proposed revisiting previous recommendations on notice boards. Cllr Fawcett also proposed that a schedule for the Town Crier be brought to the next meeting.

These items were agreed by all members present.

C15/22 **Dates of future meetings**

The date for the next meeting of the Community Advisory Committee was noted as 12 July 2022.

The meeting closed at 7.40pm

**Signed**.....

**Date**.....