



ABINGDON-ON-THAMES TOWN COUNCIL

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Community Committee Tuesday 6 September 2022 Draft Minutes of meeting

Present in person:

Cllr Neil Fawcett
Cllr Cheryl Briggs
Cllr Jim Halliday
Cllr Pat Lonergan

Chair

In attendance in person:

Andy Crick
Nigel Warner

Community Services and Events Officer
Town Clerk

In attendance online;

Cllr Samantha Bowring
Cllr Rawda Jehanli

SECTION I (Open to the Public Including the Press)

C31/22 **Apologies**

Apologies were received from Paula Lopez, Locum Deputy Clerk.

C32/22 **Declarations of interest**

There were no declarations of interest.

C33/22 **Statements and Questions from the Public**

There were no members of the public in attendance.

C34/22 **Minutes**

The draft notes of the meeting of the Community Advisory Committee of 12 July 2022 were **AGREED** as a correct record and would be signed by the Chair.

C35/22 **Matters arising**

There were none.

C36/22 **Forward Plan**

The Forward Plan was discussed and updated as follows:

Bandstand

A local architect has been asked to provide draft designs for the bandstand and these may be considered for public consultation. The working group is considering whether sponsorship may be available for the proposed bandstand.

Communications review working group

A meeting is still being organised. The chair recommended that a date is agreed as soon as possible.

Council events

This item would be discussed in November 2022 to consider the involvement of external event organisers to address capacity issues within the town council.

C37/22. **Actions Register**

Members considered progress on actions. Updates:

Royse Room Art Displays

This item would be removed

Clubs and Societies Day

This falls within the remit of the Mayor. Officers were asked to speak to the Mayor to arrange an event in March 2023, with a view to advertising the event in the December Town Crier.

C38/22 **Noticeboard in the Market Place**

An update was provided by the Community Services Manager on the agreed informal consultation. This had not proceeded due a query over the scope of the consultation.

The action agreed at the previous meeting was reiterated and it was proposed by Councillor Fawcett, seconded by Cllr Halliday and **AGREED that** the new noticeboard be installed if there was no major objection from an adjacent

business or market trader. If there was any major objection, the decision to proceed would be delegated to the Town Clerk in consultation with the chair of the committee.

C39/22 Community Grant applications

Grant applications were considered from:

- Clean Slate
- The 30th Abingdon Scouts
- Racial Justice Group

It was **RESOLVED** that grants be **APPROVED** as set out below. In addition to the grant agreed for 30th Abingdon Scouts, it was **RECOMMENDED** to the Finance, Governance and Asset Management Committee that funding of £3,000 from the Community Infrastructure Levy (CIL) funding be awarded to support their project.

Name of Applicant	Purpose of grant, as summarised in the grant application	Grant awarded
Clean Slate (c)	Funding for courses for victims of domestic abuse	A grant of £500 was awarded
30 th Abingdon Scouts (f)	New scout hut to replace an old one which is no longer fit for purpose	A grant of £2,000 was awarded
Racial Justice Group (d)	Funding for a three day exhibition to celebrate the history, culture and contribution of people of African heritage	A grant of £1,500 was awarded

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: Provision of entertainments
- (b) Local Government Act 1972, section 137: Power of local authorities to incur expenditure for certain purposes not otherwise authorised.
- (c) Local Government and Rating Act 1997, part III, section 31: Crime prevention.
- (d) Local Government Act 1972, section 144: Power to encourage visitors and provide conference and other facilities.
- (e) Local Government Act 1972, section 142 (2A): Provision of information, etc., relating to matters affecting local government
- (f) Local Government (Miscellaneous Provisions) Act 1976, section 19: Recreational facilities.

- (g) Local Government Act 1972, section 133: Provision of parish and community buildings.

C40/22 **Revised community grant application form**

The committee considered a draft revision of the community grant application forms Changes were suggested:

- Demographic and membership information included in the previous form (section A3) was removed but would be reinstated. The last part of section 5 would be removed.
- Section 5 of the new form asks about finances held in other accounts. It was noted that this may include funds earmarked by groups for specific purposes and that details of this should be requested.

The form would be revised by officers and confirmed with the Town Clerk in consultation with the chair, Cllr Fawcett.

C41/22 **Museum Service**

The report from the Museum Manager was considered by members and **APPROVED**.

Item 6.29 It was **RECOMMENDED** to the Finance, Governance and Asset Management Committee that the Museum Manager proceed with granting a five-year license to One Planet Abingdon.

The committee noted its thanks to the Museum Manager for his ongoing work on the café lease with One Planet Abingdon.

The committee agreed to send a note to the Abingdon Museum Friends to thank them for their ongoing work to support the museum.

C42/22 **Town Crier**

The Community Service and Events Officer presented an outline schedule for future editions of the Town Crier, which was based on assumed dates for Royal Mail delivery. The committee was advised that the dates would change but that the schedule offered a guide to timescales.

C43/22 **Finance Report**

The finance report was received and considered by members.

It was **RESOLVED that** the management accounts be **APPROVED**.

The Town Clerk was asked to advise on the figure for income from the sale of Platinum Jubilee mugs, which was at variance from an earlier reported figure. The Town Clerk would look into this and advised the committee that this difference was expected to represent VAT.

The town council needed to audit the number of remaining Platinum Jubilee mugs and to prioritise their sale to maximise income.

C44/22 **Budget Planning 2023-2024**

Members were asked to consider budget bids and submit them to the Chair of this committee. The committee noted the budget timetable provided by the locum Responsible Finance Officer.

The Town Crier format and delivery options are being reviewed and the Community Services and Events Officer noted that the proposed changes would incur additional costs which would need to be reflected in the budget.

CIL funding from 2017-18 of £1,854 would need to be used in this financial year if it was not to be lost.

C45/22 **Future Agenda items**

November/December

Notice board in the Market Place – Consultation with users of the space.

Plan for future editions of the Town Crier.

Update from the Communications Working Party.

Bandstand

2023 Summer and Christmas events.

Youth strategy.

Council events planning

February

The Working Party to provide a review of Christmas lights.

Event accessibility audit.

These items were noted by the committee.

C46/22 **Dates of future meetings**

The date for the next meeting of the Community Committee was noted as 8 November 2022.

C47/22. **Exclusion of the public, including the press**

The Chair moved and it was agreed 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.

This was voted for unanimously.

C48/22 **Confidential report of the Town Clerk**

The committee considered the report of the Town Clerk.

- (i) Contract for the lease of the Michaelmas and Runaway Fairs.

The town council is required to run a fair but is able to contract it out. The arrangement agreed with the fair organiser will include a saving of £2,500 arising from the agreement to hold the Runaway Fair in the Market Place only, which means that the staffing costs from road closures will no longer be incurred.

It was **RESOLVED** that that the contract and lease sum for the Michaelmas Fair be agreed for 2022 at £17,500 and that these costs only be fixed for a year as the cost of the road closure will need to be take into account if it continues to be incurred.

- (ii) To note the Council's resolved position in relation to the Guildhall Management contract.

The committee noted the town council's resolved position in relation to the Guildhall management contract.

- (iii) To update the Committee on the Christmas lights contract tender.

An update was provided on the tender process for the provision of Christmas lights. Responses are required by 11 September 2022.

It was noted that it may be advisable to reduce the number and extent of lights this year in recognition of the current hardships being experienced by many residents.

The meeting closed at 8.44pm

Signed.....

Community Committee 6 September 2022
DRAFT MINUTES

Date.....