



## Abingdon-on-Thames Town Council

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# Finance, Governance and Asset Management Committee, Wednesday 15 March 2023 AGENDA

**Date of agenda: 10 March 2023**

To: All Members of the Finance, Governance and Asset Management Committee

Cllr Samantha Bowring - Chair

Cllr Jim Halliday – Vice Chair

Cllr Gabby Barody - Chair of the Environment and Amenities Committee

Cllr Neil Fawcett – Chair Community Committee

Cllr Ulrike Rowbottom

Cllr Andrew Skinner - Chair of the Town Infrastructure Committee

Cllr Andy Foulsham - Mayor (ex-officio)

To: All Other Members for Information

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Governance and Asset Management Committee** to be held on **Wednesday 15 March 2023 at 7pm** in the **Old Magistrates Court**.

Should any Member be unable to attend and wish to appoint a substitute to the meeting, they should inform me at [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

The Council and its Committees are required by law to meet in person. However by resolution of the Council, Members may join via Microsoft Teams but they are unable to chair, propose motions or vote virtually and joining the meeting online will not count as attendance for the purposes of current legislation, specifically the Local Government Act 1972.

Any queries on the agenda should be directed to me.

Yours sincerely

*Alan Rouse*

Alan Rouse

Town Clerk/Chief Executive (signed electronically)

## **Abingdon-on-Thames Town Council Our Vision**

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community, the town will be one which is environmentally sustainable, vibrant, resilient and safe.

### **Our key objectives**

1. To respond effectively and speedily to the climate emergency.
2. To develop a resilient, sustainable town which will provide a home for residents now and in the future.
3. To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
4. To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

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

*The law allows members of the public and press to record meetings of the Council and its committees. Should you wish to record at any meeting which is open to the public it is requested that you inform the Town Clerk of your intention to film or record before the day of the meeting, by emailing [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk) or telephoning 01235 522642.*

### **1. Apologies**

To receive any apologies for absence.

### **2. Declarations of interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

### **3. Statements and Questions from the Public**

To receive any statements and questions. These should be submitted in writing to the Town Clerk no later than 5pm on Tuesday 14 March 2023. This may either be by letter to the address above or by e-mail to [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

4. **Minutes**

To sign as a correct record the draft minutes of the meeting of the Finance, Governance and Asset Management Committee of [17 January 2023](#).

5. **Finance report**

To receive and consider a [finance report](#) from the Responsible Financial Officer, including:

- payments made between 1 January 2023 – 28 February 2023 ([appendix A](#))
- management accounts to 28 February 2023 ([appendix B](#))
- summary management accounts at 28 February 2023 ([appendix C](#))

6. **Report of Museum Manager**

To receive and consider a [report](#) on the museum.

7. **Property update**

To receive and consider a [report](#) from the Properties Officer.

8. **Property working party**

To consider appointing a new property working party to engage with the Property Officer to enable a full understanding of property issues and support the Property Officer.

9. **New councillor induction**

To recommend to the council that it approves the following items to be provided and implemented for the new administration and that this implementation is delegated to officers:

- Training
- IT equipment
- Welcome pack
- Civic regalia cleaned and repaired

10. **Staffing matters**

To recommend from the personnel sub-committee that the Finance, Governance and Asset Management Committee considers and further recommends to full council that the locum Deputy Town Clerk takes up the role of Town Clerk on a six month/twelve month (terms to be confirmed) contract following the resignation of the current town clerk.

11. **Environmental implications**

The Committee is requested, if it has not already done so, to consider the environmental implications in relation to matters on the agenda, in particular having regard to the Council's resolution in relation to the Climate Change Emergency.

12. **Publicity**

All meetings of the council and its committees are open to the press and the public and agendas, reports and minutes are published on the website. Members are requested to make suggestions to officers of items which may be publicised.

13. **Forward plan**

To review and consider the forward plan for this committee which can be found [here](#).

14. **Actions Register**

To review and consider the actions register for this committee which can be found [here](#).

15. **Future Agenda items**

To consider and propose items for future agendas. Items to consider:

- Scheme of delegations and committee terms of reference
- Standing orders
- Equality and Diversity Policy
- Working parties: a report with recommendations regarding the operation of working parties
- Monument to Queen Elizabeth II: to consider a monument to Queen Elizabeth II
- IT update – Town Clerk to update members on training options
- Draft Councillor/Officer Protocol

16. **Dates of future meetings**

To note the draft dates of future meetings:

- 14 June 2023 (Wednesday)

17. **Exclusion of the public, including the press**

The Chair will move, a member should second and the committee should consider the following motion:

*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.*

Documents in relation to these items will be available to members only.

## **SECTION II (Confidential)**

18. **Property matters**

To receive and consider a report from the Properties Officer on the Abbey Hall.

19. **Friends of Abingdon Abbey Buildings Trust grant**

To receive an update from the Town Clerk. (Town council 29 Jan 2020, minute C84 and Finance and General Purposes Committee 21 Jan 2020, minute F53 refer.)