



Abingdon-on-Thames Town Council

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ABINGDON-ON-THAMES TOWN COUNCIL

Council Summons & Agenda

Wednesday 22 March 2023

17 March 2023

To All Members of the Council

Dear Councillors,

You are hereby summoned to attend a meeting of the Abingdon-on-Thames Town Council to be held on **Wednesday 22 March 2023 at 7pm** in the **Old Magistrates Court** for the transaction of the business stated below.

If you are unable to attend in person you may observe the meeting via a Teams link, which will be sent to all Members.

At each open agenda item there are links to the relevant documents which open the document from the [Town Council website](#). Should you require a separate pdf version of individual documents please e-mail democratic@abingdon.gov.uk.

Any queries on the agenda should also be directed to democratic@abingdon.gov.uk.

Yours sincerely

Alan Rouse

Town Clerk/Chief Executive (signed electronically)

Abingdon 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.

AGENDA

1. Prayers

Prayers will be led before the start of the meeting by Revd. Kath Cooke.

2. Public participation

It is council policy that the council sets aside a total of 15 minutes prior to the commencement of full council meetings for residents of Abingdon-on-Thames or owners/managers of businesses in Abingdon-on-Thames to ask questions of the Mayor or Chairs of the standing committees or to express views by way of making a statement.

In order to ask questions or make a statement written notice of questions or statements, served by way of letter or e-mail (democratic@abingdon.gov.uk), must be given to the Town Clerk by **5pm on Tuesday 21 March 2023**.

3. Apologies

To receive apologies for absence.

4. **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 Code of Conduct.

5. **Minutes**

To adopt and sign as a correct record the draft minutes of the meeting held on [25 January 2023](#).

6. **Mayor's announcements**

To note the list of the Mayor's Engagements, which can be found [here](#).

7. **Oxfordshire County Council**

To receive and consider a [report](#) on the work of the County Council from Abingdon County Councillor Alison Rooke.

8. **Vale of White Horse District Council**

To receive any updates on the work of the District Council.

9. **Community Committee**

To receive and consider the minutes of the meeting held on [7 February 2023](#).

10. **Environment and Amenities Committee**

To receive and consider the minutes of the meeting held on [21 February 2023](#).

11. **Town Infrastructure Committee**

To receive and consider the draft minutes of the meeting held on [9 March 2023](#).

12. **Finance, Governance and Asset Management Committee**

To receive and consider the draft minutes of the meeting held on 15 March 2023.

13. **Town council documents**

To approve and adopt the following documents:

- [Standing orders](#)
- [Terms of reference](#)
- [Financial regulations](#)
- [Financial risk assessment/strategic risk assessment](#)

14. **Town Clerk**

1. To report the resignation of the Town Clerk, Alan Rouse.
2. To consider and approve the recommendation from the Finance, Governance and Asset Management Committee to appoint the locum Deputy Town Clerk, Paula Lopez, to the role of Town Clerk/Chief Executive for a period of 12 months. Minute F85/22 refers.

15. **Election of Mayor**

1. To review and agree to the convention which guides the selection of the Abingdon Mayor. The convention which has been followed in recent years is as follows:
 - Normally, there is a Mayor elected each Municipal Year and an individual is only elected for one term.
 - The person nominated for Mayor is usually the longest serving councillor who has not yet been Mayor.
 - When several members are elected at the same time, they are put into order of seniority based on the percentage of votes they received of the total votes cast in their ward in the election. The higher the percentage, the further up the order they are.
 - The second in line to be Mayor is normally elected as Deputy Mayor so that on election each Mayor has served one year as the Deputy Mayor immediately prior to their Mayoral year.
 - If part way through the year, a Deputy Mayor decides that they do not wish to be Mayor, they should give as much notice as possible so that the next in line using the above formula can take over as Deputy Mayor and gain appropriate experience.
 - Councillors are offered the role of Mayor in their appointed year. If they decline, the opportunity passes to the next councillor. There is no opportunity to become Mayor at a later date and the role cannot be deferred.
 - Councillors who return after a period out of office will be placed ahead of new councillors, with the number of years previously served deciding the order of precedence of the returners.
2. To receive nominations for the role of Mayor-elect for the Municipal Year 2023-24

3. To receive nominations for the role of Deputy Mayor-elect for the Municipal Year 2023-24.

16. **Calendar of meetings 2023-24**

To consider the [draft calendar of meetings](#) for the forthcoming council year.

17. **Schools biodiversity competition 2022-3**

To announce the winners of the biodiversity competition for schools held in 2022. Prizes will be awarded at the Mayor-making meeting on 15 May 2023.

18. **Motions under standing order 8**

Motion proposed by Cllr Halliday, seconder to be confirmed:

Abingdon Town Council notes that the town is the "oldest town in Britain in continuous settlement" and has a wealth of historic buildings (including the iconic County Hall and the Abbey Buildings), but that travellers using the A34 will be largely unaware of these facts.

The council therefore resolves to ask the Town Clerk to write to the Chief Executive of National Highways requesting that his staff work with the town council to install brown tourist information signs to highlight the attractions of Abingdon to both northbound and southbound traffic on the A34, and to ensure that this letter is copied to the town's Member of Parliament, Layla Moran.

19. **Dates of future meetings**

- 15 May 2023 – Annual meeting/Mayor Making
- 28 June 2023

21. **Exclusion of the Public, including the Press**

The Mayor will move:

"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)

22. **Bank account**

To receive a report from the Responsible Finance Officer.