

Forward plan item (if relevant)	Meeting	Date	Minute no.	Minute/action	Timescale for completion	Responsible (initials/title)	Action	Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)
Y	Community	2021		BANDSTAND PROJECT		Properties and Events Officer	30.11.21 - 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. June 2022 - Bandstand Working Party had identified two potential sites. The Council's Properties Officer had consulted the Environment Agency and the Vale of White Horse District Council who 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 had contracted a firm of architects to prepare two outline designs to accompany the pre-application submission. Nov 2022 - architect has provided information including possible two possible locations, two possible designs, and a summary of matters taken into account in preparing designs. This pack has been submitted to the Vale of White Horse Planning Team for pre-application advice. It is expected that a meeting will be held with a member of the Planning Team in the near future, after which a written response will be sent to the Council outlining the views of both the Planning Team and Environment Agency. The Bandstand working party will then meet to consider next steps: if the pre-application advice is favourable then a combined sponsorship and consultation plan will be drawn up. It was suggested that the town council could include a provisional sum of £50,000 in the draft 2023/24 budget. It was noted that, should the scheme proceed, it might be appropriate to use CIL funds.			
Y	Community	2021		COMMUNICATIONS REVIEW/CORPORATE BRANDING		Community Services and Events Officer	Jan to Mar 2021 - complete communications review December 2021 - Communications review reported on 9.11.21. Style guide adopted by Council 1.12.21 June 2022 - Follow up meeting of the communications working group to be arranged by officers. Several attempts to do so unsuccessful.			
y	Community	2021		CLIMATE EMERGENCY/MARKET PLACE			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.			
Y	Community	2021		COUNCIL EVENTS ACCESSIBILITY AUDIT		Community Services and Events Officer	Oct to Dec 2021 - Accessibility audit in relation to council events July 2022 - The Community Service & Events Officer was still looking at this. The Locum Deputy Clerk suggested that community groups are approached and asked to become involved in this. Sept 2022 - This item would be discussed in November 2022 to consider the involvement of external event organisers to address capacity issues within the town council. Nov 2022 - The Community Services Manager advised that he is working with groups on this and particularly in respect of Fun and Music in the Park 2023.			
Y	Community	2021		CHRISTMAS LIGHTS		Cemeteries and Outdoor Services Manager	Oct to Dec 2021 - Assess need for Christmas lights earmarked reserve. To be considered at a future meeting. Dec 2021 - Committee resolved that working group would continue June 2022 - Working Party working with officers to prepare a detailed specification about the installation of the town's Christmas lights and that the intention was that this would form an annex to a tender to be issued in the near future to both the Council's current supplier and other potential suppliers. Officers plan to issue the tender soon so that installation of Remembrance Day/Christmas lights in October/November/December is clearly specified and an order is placed to ensure that the 2022 display maintains the standard of previous years.			
Y	Community	2022		MUSEUM: TEMPORARY EXHIBITIONS PROGRAMME		Museum Manager	Jan to Mar 2022 - Morland; A family business Apr to Jun 2022 - 70 - Life in Abingdon in the 2nd Elizabethan Era July to Sep 2022 - Sea Dragons & Giant Monsters of Abingdon Oct to Dec 2022 - Kate Hammersley - Common Land Jan to Mar 2023 - Planes, Trains and Automobiles - RAF Abingdon, GWR, MG. Apr to Jun 2023 - Abingdon Quilters Jul to Sep 2023 - Abingdon's lost monuments Oct to Dec 2023 - Geoff Dunbar - Abingdon Folk Jan to Mar 2024 - Mary Buckland's drawings Apr to Jun 2024 - Harwell's influence on Abingdon's town plan (ATOM)			
Y	Community	2023		MUSEUM EVENTS		Museum Manager	July to Sep 2023 - Festival of archaeology - ancient sites tours with Augmented Reality Oct to Dec 2023 - Museum at night July 2022 - Members thanked the museum manager for his work on these items.			
N	Community	2022		MUSEUM DIGITAL PROJECTS		Museum Manager	Aug to Sept 22 - South Asian History month - Couldrey India paintings and poetry Oct to Dec 22 - Black History Month - Museum at night - Hallowe'en Apr to Jun 23 - Women of Abingdon Aug to Sep23 - South Asian History month - Couldrey India paintings and poetry - Festival Archaeology			
N	Community	25-Feb-20		NOTICEBOARDS (i) - CIRCULAR NOTICEBOARD It was resolved that officers go ahead with the design for notice boards and report back to Members of the Committee. David Ogilvie design of round noticeboard at cost of £7,500		Cemeteries and Outdoor Services Manager	Oct 2020 - order with Ogilvie has been cancelled as they did not reply after several reminders. We are now looking elsewhere but the importance of this noticeboard is on a back burner as Councillors thought it was not important during these pandemic times Jan 2021 - one quote received and a further being sought for alternative designs. These were presented to citee on 20 Jan 21. March 2021 - The committee suggested the following locations for alternative noticeboards: Broad Street, pavement owned by OCC; Station Yard, owned by VVHDC, and requested that officers consult with these councils on the possibility of placing noticeboards on these two sites. Nov 2021 - Waiting advice from the district council. 12.10.22 - District Council responded to advise of support in principle, with information given on the process of applying for permission.			
N	Community	01-Jun-21		NOTICEBOARDS (ii) RECOMMENDED to the Community Services Committee that the Market Place Noticeboard, which had originally been located on the wall of the building next to the Market Place Flower bed, be replaced.		Cemeteries and Outdoor Services Manager	Dec 2021 - approved by Full Council. 22.3.22 - March 2022 - following physical inspection of proposed location and review by Chair and officers, the committee recommended a change to the agreed location. The recommendation was not approved by Full Council. To be reconsidered by the committee. 12 July 22 - The report from the Community Services Manager was considered and it was AGREED that the Community Services Manager should speak with the owners of R&R café in the Market Place to understand whether the objection was major or minor and that an informal consultation should take place with other users of the Market Place such as the Monday Market, the Farmers' Market and businesses near the site and bring this to the next meeting in September 2022. 6.9.22 - Minute C38/22: 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. Nov 2022 - The Community Service Manager advised that there would be an issue with the siting of the noticeboard each year when the fair came. A discussion took place, Cllr Bowring stated that no feedback from businesses on the Market Place had been received by members and this should still be done. The committee supported the installation of a noticeboard in the Market Place and officers would take this forward.			

N	Community	1-Dec-21 (Town Council meeting)		NOTICEBOARDS (III) Question raised at Town Council for Community Committee from the Friends of Abingdon Civic Society (FOACS) re proposal for a replacement noticeboard in the Market Place. FOACS note that two noticeboards installed last year are mainly used for town council notices and asked for any new noticeboard and existing ones to be available for community groups to publicise events? Use of noticeboards on bus shelters at Stratton Way was also requested. FOACS also mentioned prior use of noticeboards at Peachcroft and Gainsborough Green and asked for this to be reinstated, as well as a request for noticeboards at Wootton Road shops, Northcourt and on new housing developments. FOACS offered support for maintaining information on the noticeboards.	Chair, Community Committee	Nov 2021 - information provided by LB to support the response (in email from SW): The 3 Town Council noticeboards (1 outside Royse Court offices and the double sided one in bath street) are updated by the Community Services and Events Officer weekly. Council info and any notices sent in/dropped at the Council offices are displayed. Recent examples of non-council notices include: Abingdon Craft Fair, Local Job Fair, NSPCC Table top Sale, Q & A on COP 26, Pre-COP 26 big green event, Albert Park Singers Community Services and Events Officer has contacted FOACS to determine how to work together on this. Jan 22 - meeting held with Chair of Community Committee, Community Services and Events Officer and two representatives from Friends of Abingdon Civic Society.			
N	Community	21-Dec-21		PUBLICITY SUGGESTIONS - Radley Lake project included grant from ATC. Suggestion for Town Crier article - Platinum Jubilee main dates and events	Community Services and Events Officer	March 2022 update - spring edition of Town Crier was produced by members. Radley Lakes Trust article was not included, to be in a future edition. Key dates for Platinum Jubilee celebrations were included in the Town Crier, further advertising to follow once programme confirmed with the working group. June 2022 - Platinum Jubilee advertised in May Town Crier. Radley Lakes article still outstanding October 2022 - Radley lakes promoted in Town Crier magazine	Y	7.2.23	
N	Community	01-Mar-22		CLUBS AND SOCIETIES DAY Could Clubs & Societies Day be re-established? Agreed that officers will investigate and consult with the new Mayor.	Community Services and Events Officer	June 2022 - due to other work commitments, this action remains outstanding Sept 2022 - This falls within the remit of the Mayor. Officers were asked to speak with the Mayor to arrange an event in March 2023 with a view to advertising the event in the December Town Crier. Jan 2023 - Clubs and Societies Day booked for 18 March 2023 and promoted in December Town Crier magazine. March 2023 - Event held.	Y	7.2.23	
N	Community	01-Mar-22		PUBLICITY SUGGESTIONS - Grants: annual large grants and ad hoc community grants throughout the year - Radley Lakes Trust - Quotes from the annual reports of the large grant recipients and the gearing effect to include numbers	Community Services and Events Officer	June 2022 - due to other work commitments, this action remains outstanding October 2022 - Radley Lakes and large grant recipients promoted in Town Crier magazine			
N	Community	01-Mar-22		TOWN CRIER Put together a plan for future editions and present to the next meeting of the committee	Community Services	12 July 2022 - Members requested that the Communication Working Party meet and produce a plan for future editions to be brought to the meeting in September 2022. Town Crier December edition - The Community Services Manager asked members if they had any article suggestions for the Town Crier as the deadline was looming. No suggestions were put forward at the meeting and members were asked to forward any suggestions after the meeting as soon as possible. The Chair suggested that members have an 'off-line' discussion on this. Production process for the Town Crier - Members received and considered the report from the Community Services Manager suggesting the process to adopt for production of the Town Crier. The Communications review working party would consider this and report at a future meeting. The Chair of the committee asked for the publication schedule for the Town Crier to go into the forward plan.			
N	Community	07-Jun-22		GRANTS Revised Community Grant application form	Deputy Town Clerk, Chair of Community Committee	Minute C71 Refers - Revise the grant application form 6.9.22, Minute C40/22: 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. December 2022 - new form published on website.	Y	7.2.23	
N	Community	08-Nov-22	C63/22	WARM PLACES It was RESOLVED that, this was a positive initiative and that the Town Clerk to have £20k available to him to progress the project.	Town Clerk	6.12.23 - Officers have prepared a grant form, agreed with the locum Project Officer and published on the town council website. The locum Projects Officer has sent the form out to local groups. Members asked for the list of groups to be shared so that they can advise of any omissions and add to the list if needed. Grant form details would be shared in future updates for councillors.			
N	Community	06-Dec-22	C75/22	FUN AND MUSIC IN THE PARK 2023 There was no report as roles have changed in the office. It was proposed by Cllr Bowring, seconded by Cllr Briggs and RESOLVED that a meeting of the Summer Events working group would be convened to consider this.	Properties and Events Officer	2.2.23 - Summer Events working party met to discuss events. Reported to Community Committee 7.2.23.	Y	2.2.23	C93/22
N	Community	06-Dec-22	C82/22	PLATINUM JUBILEE EVENT REVIEW A report on the recent event was considered by the committee (Minute C56/22 (iv), 8 November 2022, refers). The report was intended to inform the meeting on the preparation and operation of the Platinum Jubilee and to consider what further review was needed to provide recommendations for future events based on the experience of the recent event. The committee noted that further review should consider how the event met the original objectives of the Community Services Committee which set out initial plans for the event at its meeting on 9 March 2021 and the Platinum Jubilee working group which met from June 2021 to 13 May 2022. It was AGREED that the report should be reviewed by the Summer events working party.	Town Clerk	Areas the committee would like covered in a future report: -Review of the Platinum Jubilee against the original aims and objectives of the Community Services Committee held on 9 March 2021; -Breakdown of income and expenditure; -Staffing costs, including preparation time; -Timeline of decisions made and an explanation for them; -External guidance and advice on what an appropriate timeline should be for such events; -Democratic oversight of the event planning.			
N	Community	07-Feb-22	C91/22	LARGE GRANTS It was RESOLVED to ask officers to bring a recommendation to a future meeting on a process for grants large grant recipients based on a service level agreement approach and taking into account the suggestions from the committee.					
N	Community	07-Feb-22	C92/22	CORONATION BUN THROWING It was RESOLVED to ask the Town Clerk, Chair of the Community Committee and Properties and Events Officer to make a proposal to the next meeting of the town council.	Properties and Events Officer	22.3.23 - report presented to Community Committee and agreed.	Y	22.3.23	
N	Community	07-Feb-22	C94/22	OUTDOOR SERVICES TEAM Re Christmas lights, the notes of the working party were received. The Outdoor Services Team were commended for their hard work in dealing with the lights and the committee minuted its thanks. It was suggested that the Town Clerk may consider some form of recognition for the team members for their efforts.	Town Clerk				
N	Community	07-Feb-22	C95/22	COMMUNICATIONS STRATEGY The communications and marketing strategy needed to be reviewed. This would be done with a consultant experienced with working with town and parish councils, in consultation with committee members interested in participating in the work. The exercise would review how the town council's communications support its aims and objectives and how residents and visitors are communicated with. A report would be presented to a future meeting of the committee. The Town Clerk anticipated that the work would be undertaken in the next month and that it could be implemented by officers when completed, without the need for committee resolution. It was RESOLVED that the Town Clerk appoint a consultant to produce a communications strategy.	Town Clerk				