



Abingdon-on-Thames Town Council

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Paula Lopez, Town Clerk (Interim)

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Finance, Governance and Asset Management Committee

Wednesday 14 June 2023

AGENDA

Date of agenda: 9 June 2023

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

Cllr Elio Astone

Cllr Oliver Forder

Cllr Jim Halliday

Cllr David Williams

Cllr Neil Fawcett

Chair of the Community Committee

Cllr Colin Sanderson

Chair of the Town Infrastructure Committee

Designate Chair of the Environment and Amenities Committee

Cllr Gwyneth Lewis - 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 14 June 2023 at 7pm** in the **Old Magistrates Court**.

Should any Member be unable to attend please inform me at democratic@abingdon.gov.uk.

Any queries on the agenda should be directed to me.

Yours sincerely

Paula Lopez

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Town Clerk (Interim, 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 or telephoning 01235 522642.

1. Election of Chair for the Municipal Year 2023-2024

To elect a Chair for the committee.

2. Election of Vice-Chair for the Municipal Year 2023-2024

To elect a Vice-Chair for the committee.

3. To review and adopt the Terms of Reference for this committee

The terms of reference for the committee can be viewed [here](#).

4. Apologies

To receive any apologies for absence.

5. **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.

6. **Public participation**

To receive any statements and questions. These should be submitted in writing to the Town Clerk no later than 5pm on Tuesday 13 June 2023. This may either be by letter to the address above or by e-mail to democratic@abingdon.gov.uk.

7. **Minutes**

To sign as a correct record the draft minutes of the meeting of the Finance, Governance and Asset Management Committee of [15 March 2023](#).

8. **Finance report**

To receive and consider the [finance report](#) from the RFO.

- i) To receive and approve:
 - the list of payments made between 7/3/23-3/4/23 ([appendix A-1](#)),
 - the list of payments made between 1/4/23-30/4/23 ([appendix A-2](#)).
- ii) To receive and approve:
 - the Full Council Management Accounts finance report on the closing balances as at 31 March 2023 ([appendix B-1](#))
 - Summary Council Committee Balances at 31.3.23 ([appendix B-2](#))
- iii) To receive and note the final Internal Audit Report for 2022-2023 ([appendix C](#)).

9. **Report from the Properties and Events Officer**

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

10. **Proposed new lift**

At the last meeting it was minuted that the committee asked the Museum Manager to request a report from Ridge, the consultants undertaking a feasibility study for the proposed new lift, to be presented to the next meeting on 14 June 2023 (Minute F81/22 refers).

This has not been completed as there is currently no budget allocated for this work.

- i) To receive and consider the [report](#) from the Museum Manager to update on the extended feasibility study reports for pre-planning application advice prior to the submission of a planning application to install a lift to the first floor of the Museum.

- ii) To receive and consider the [report](#) from the RFO requesting that this committee recommends to Council that the sum of £18,000 be taken from [reserves](#) to cover the monies already committed on the project.
- iii) The Museum Manager will present to full council a detailed report of the costs required to take the project forward and the work done to date.

11. **Application for Community Infrastructure Levy (CIL) funding**

To consider an application from Rush Common Preschool for funding for the refurbishment of a building for pre-school accommodation. This item was referred by the Community Committee (23 May 2023, Item C10/23). The Community Committee noted:

‘There was concern that the criteria against which CIL funding may be awarded do not agree with this proposal and that responsibility for the project rests with the county council. The committee agreed to refer the application to the Finance, Governance and Asset Management Committee to determine.’

The town council’s policy on the Community Infrastructure Levy can be viewed [here](#).

12. **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.

13. **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.

14. **Forward plan**

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

15. **Actions Register**

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

16. **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
- Draft councilor/officer protocol
- Flag Policy

17. **Dates of future meetings**

To note the draft dates of future meetings:

- 25 July 2023
- 19 September 2023
- 7 November 2023
- 19 December 2023
- 5 March 2024
- 28 May 2024

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

The Chair will move *'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)

All documents available for members in the confidential area of SharePoint.

19. **Museum update – lift repair**

To receive and consider a report from the Museum Manager for the existing lift repair and to make a recommendation to council.

20. **Appointment of property agent**

To receive and consider a report from the Properties and Events Officer.

21. **Lease Negotiations**

- i) To receive and consider a report from Cllr Halliday with regards to the negotiations between the Working Party and the Abbey Cinema.
- ii) To receive and consider a report from the Properties Officer.

22. **Special Resolution**

Standing Order 17 (a)) allows for a resolution less than 6 months old to be reversed with the written notice to the Town Clerk which bears the names of at least 6 members of the Council.

- i) The Town Clerk has received written notices from Cllr Gabby Barody, Cllr Neil Fawcett, Cllr Oliver Forder, Cllr Jim Halliday, Cllr Gwyneth Lewis, Cllr Colin Sanderson and Cllr David Williams to reverse the decision recorded in the confidential minutes, F93/22 Property Matters item 3, dated 15 March 2023.