

Actions register														
Updated (add most recent date)										4.1.24				
Forward plan item (if relevant)	Meeting	Year	Month	Minute no.	CONFIDENTIAL?	Minute/action	Responsible (Initials/Title)		Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)			
N	FGAM	2022	October	F54/22		COUNTY HALL PROPERTY MATTERS Confidential report from the Museum Manager which noted the response from Historic England and the requirement for more work to be undertaken in relation to the pre-planning application. RESOLVED that the report be noted and further consideration be given to this matter at the next meeting, together with costings on options available.	Museum Manager	17.1.23 - report to committee. RESOLVED to continue to work with the current contractor, to gain further written guidance from Historic England and gauge their support for a viable option to install a lift. 1.11.23 - on agenda for 7.11.23						
N	FGAM	2021	March			LAND OWNERSHIP The committee considered a report from the Town Clerk on the Town Council's current ownership of land and procedures to be followed to purchase and dispose of land. The report was welcomed and it was AGREED that this report would be left on the Actions Register to ensure that the Committee remains informed on the matter. Standing item to note for future meetings	Properties and Events Officer	July 23 - No further action has been taken on this matter. STANDING ITEM						
Y	FGAM	2021	April			MUSEUM LIFT	Museum Manager	Apr to June 2021 - Andrew Lord (AL) re preplanning application advice - locate original documents and application. June 2021: review - Original documentation has been reviewed by DS. VWHDC has suggested that pre-planning app advice should be taken. AL advises need to appoint an architect to undertake this exercise. July to Sept 2021 - Met with Ridge Jim Thomas, structural engineer, awaiting advice regarding design before approaching English Heritage/planning March 2022 - timescales for the museum lift options appraisal did not include all stages such as producing a business plan and it was agreed that these would be added to the forward plan in due course. June 2022 - Ridge and Partners LLP have completed a feasibility and pre-planning application to Vale of the White Horse Planning Officers. Officers approved submission of documents and await further information in response to the submission. Further update provided in report to FGAM, 21 June 2022, item 14. July 2022 - Meeting between Historic England, Ridge, Conservation and planning in response to submission of pre-planning advice application. Instruction to Ridge to proceed on Planning Application based on this outcome, and pending completion of a business plan (Actions register S21-2833 agreed by Town Council 1-12-2021). Councillors Bowring and Halliday to work with the Museum Manager on the business plan, to include timetable of any relevant stages in the process. October 2022 - Historic England have responded to the feasibility study prepared by Ridge Partners and suggestion officer at the vale, asset heritage, ridge and your officers. consideration of the conservation area and 'an analysis of important views within the conservation area'. Ridge Partners propose that further work should be conducted at pre-application advice stage and presented to Historic England for a second response to qualify best chances of submitting a successful planning application. 17 Jan 23 - FGAM decision on extended pre-app studies - access plan/audit & conservation report esp views. 19 Jan 2023 - Museum Manager instructs Adrian Kite (architect) of Ridge to proceed based on Assit Heritage conservation consultancy continuance and collection of quotes for access improvement workplan to present to the Museum Manager. Followed up on 2 February 2023 by MM. April 2023 - access plan update and new Statement of Significance & Heritage Impact Assessment - business report for user profile and benefits 12 April 2023 Access Audit begins to be followed by Access Plan. Meeting arranged for late May with conservation officer at the vale, asset heritage, ridge and your officers. 25 May 2023 Access Plan complete. Meeting with Museum Manager, Adrian Kite (Project Architect, Ridge Partners), Emilia Zipis (Junior Architect, Ridge Partners), Boris Van der Ree (Conservation Officer, VWHP), Nick Doggett (Consultant Asset Heritage) to discuss validated and valuable views of proposed lift structures from the conservation area. Museum Manager awaiting update on finished pre-application from Conservation Consultants and Architects. 1.11.23 - on agenda for 7.11.23						
N	FGAM	2020	February			SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS Resolved that the Chair would meet with the Town Clerk with a view to progressing the following two matters by the next meeting (June 2020): - SLAs with allotment associations- complete - Lease / licence agreement with the two football clubs. These are showing as outstanding in the risk register* Allotment SLAs - complete Football club licences	Properties and Events Officer	13 Jan 21 - Allotments: West End ready to complete. St Edmunds FC (Boxhill) wish to proceed with licence. Saxton Rovers responded. New team now on this matter and meeting to be arranged. Will transfer work to Properties Officer at appropriate point. 17.11.21 - Allotment SLAs complete. Agreement of licences for use of recreation pitches is delayed due to workload of Properties Officer on other matters with higher priority. 17.3.22: Lease/licences holding over. Council seeking to enter into appropriate leases / licences but neither of the clubs can enter into these as the clubs are incorporated entities. This has been included in the actions plan for the strategic risk register. 17.06.22: Meeting held with St Edmunds FC representative (Paul Carter). Meeting was requested from Saxton Rovers; following response this is now to be organised. 26.7.22: Allotments complete, awaiting meeting with the Manager of the football club which is likely to be in August. 07.10.22 - Properties Officer and Outdoor services Manager are arranging a meeting with the football club manager. 12.01.23 - Properties Officer since October 2022 has been trying to agree a meeting with the Chair of Saxton Rovers FC. A lease cannot be signed because the club does not hold a charitable status. The club instead can be granted a licence to use the pavilion, pitch, and training pitch. Properties Officer will continue to try and arrange a meeting to sign a licence with the Club Chair. 14.6.23 - Cllr Astone offered to help the Properties Officer on the Saxton Rovers Football Club lease as he has experience in this area. 25.7.23 - no update 21.9.23 - to be concluded shortly at full council on 4.10.23 7.11.23 - not concluded, currently with lawyers for updates 02.01.24 - Allotment SLAs due for renewal on 31st March 2024. Properties & Events Officer will renew and submit SLAs to allotment associations 02.01.24 - Saxton Rovers lease is in progress, Property Officer is liaising with solicitors to draw up a new lease. Saxton Rovers Chairman has been contacted to provide further information in relation to the lease, although he is very slow to respond.						
Y	FGAM	2021	October			DISTRICT COUNCIL SURPLUS LAND REVIEW Consideration of land which may be excess to the council's requirements. Needs to be part of wider discussions with District Council	Town Clerk/Properties Officer	March 2022 - Council resolved: (i) The following plots of land are designated surplus to town council's requirements: (three sites, detailed in confidential minutes to Council meeting), (ii) The town clerk approaches the district council to offer the land as affordable housing sites, (iii) A further report in relation to this matter be brought forward to the meeting of the FGAM committee on 21 June 2022. The ward members for the three areas be consulted prior to any decisions being made. June 2022 - This is now part of the discussions with the District Council regarding landownership in Abingdon. Nothing further to report. July 2022 - Members have been consulted. See confidential agenda item for that meeting. October 2022 - See forward plan update (confidential). It was agreed that the matter be referred back to the Environment and Recreation Committee for their view regarding whether the land in question had any amenity value. If not then the matter would then be further considered by the Finance, Governance and Asset Management Committee, for potential disposal. 21.9.23 - no update 1.11.23 - no update 10 November 23. See update from Locum Clerk re previous action. Suggest Close. RS						
N	FGAM	2023	March	F82/22		WAR MEMORIAL - JET FUNDING The RFO was asked to investigate funds held in reserves from the Joint Environmental Trust (JET) for work on the war memorial. The RFO advised that all funds held as 'earmarked reserves' (EMR) would be reviewed as part of the end of year account balancing. A recommendation would be made to the next meeting.	Properties and Events Officer	Jul 2023 - There are no specific EMR funds for War Memorial repairs, the JET fund has been drawn down by £25,000 for Abbey Buildings, leaving £1,139.44 in EMR pot 25.7.23 - fund moved into general reserves. PEO asked to inspect the war memorial to identify what work is needed. 21.9.23 - need to consult with War Memorial Trust 10th November 23 - Town clerk asked TB to prepare a report to approve maintenance project for the War Memorial. 1.11.23 - no update						
N	FGAM	2023	June	F14/23		FORWARD PLAN AGREED that Cllr Halliday, the Town Clerk and Deputy Town Clerk would update the Forward Plan to be reviewed on the strategy day. The update would include staff time required to complete a project, prioritisation of projects and, if necessary, provide advice on and suggestions about other ways of implementing projects.	Town Clerk, Chair of FGAM	July 2023 - work ongoing 21.9.23 - no update 1.11.23 - no update						
N	FGAM	2023	June	F10/23		EARMARKED RESERVES The Chair, Cllr Halliday and the Deputy Town Clerk/RFO would review the Earmarked Reserves.	RFO	1.11.23 - RFO has contacted the Chair of FGAM to arrange a date to discuss this, date to be arranged.						
N	FGAM	2023	July	F30/23	N	GRANT FUNDING PROPOSAL Funding opportunity identified for planned building refurbishment work. Town Clerk, in consultation with the Chair of the committee, would appoint a consultant to prepare funding applications to the community ownership fund; that if a consultant was to be appointed on a success fee basis, the town council would seek references and undertake due diligence prior to making an appointment; and that Cllr Clover would be consulted on possible consultants.	Town Clerk	21.9.23 - on agenda for 27.9.23 1.11.23 - Town Clerk contacted recommended consultants and has arranged a meeting on 26.11.23 with the consultant and councillor representatives to discuss further action. 4.12.23 - Report for FGAM 19 12 23.						
N	FGAM	2023	September	F49/23	N	STANDING ORDERS The committee considered draft new standing orders. The Town Clerk noted that anything in bold was legislation and could not be amended or removed. It was AGREED to set up a small task and finish working party to review the draft and report back to the next meeting of FGAM to consider and make a recommendation to the town council. Members of the working party: Cllr Forder, Cllr Halliday. It was suggested that an officer be asked to join the working party. 10TH november 23 Chair of FGAM to take forwards	Town Clerk	1.11.23 - no update 7.11.23 - Town Clerk and Chair of FGAM to agree terms of reference, to report to January meeting 22.11.23 - Chair of FGAM asked to provide update ref Working Party - Locum TC.						
N	FGAM	2023	September	F49/23	N	PLANNING COMMITTEE It was RECOMMENDED to the town council that a new standing committee be created to consider planning matters, to replace the planning panel. The Town Clerk noted that reference to a planning committee was included in the draft standing orders in red to enable this change to be adopted if agreed by the town council	Town Clerk	4.10.23 - agreed by town council 1.11.23 - no update 10th November 23 - Clerk to meet with Chair of FGAM to take forwards.						
N	FGAM	2023	September	F51/23		SUPPORT FOR THE MAYOR The committee considered a paper from the Mayor outlining proposals for funding for Mayoral duties. It was AGREED to: - establish a civic working party of previous mayors to review: what the Mayor's allowance should cover; the existing 2011/2012 policy; how twinning is handled; - consider how the Mayoral allowance can be indexed. Suggestions to consider included an inflation-related annual increase or linking any increase proportionately to Vale allowances, as councillors' allowances currently are. - RECOMMEND to the Community Committee that an allowance of up to £1,000 is provided from the civic budget for this financial year to be spent on appropriate civic activities for the Mayor. It was noted that twinning costs had often been funded through grant applications submitted by the twinning society to the town council and that Abingdon is due to host a twinning conference for its four twin towns in 2024. The RFO was asked to identify a contingency budget to cover immediate costs.	Town Clerk	1.11.23 - Assigned to Town Clerk for further action/referral. RFO to action request.						
N	FGAM	2023	November	F72/23	N	ACCESS TO EVENTS Re minute C60/23, Community Committee referred a review of relevant access regulations to FGAM as it relates to legal requirements. RESOLVED to ask the Town Clerk to prepare a report for the next meeting of the committee on how the council can address access requirements at future events.	Town Clerk							

N	FGAM	2023	November	F79/23	Y	<p>PROPERTIES UPDATE: OLD MAGISTRATES COURT</p> <p>The committee considered a report from the Properties & Events Officer on proposals for remedial works on the Guildhall Robing Room Refurbishment and an approved contractor to undertake the Guildhall Historic Gateway stonework. RESOLVED to ask the Properties and Events Manager to prepare a short paper for the town council</p>	Properties and Events Officer	<p>21.11.23 Report submitted to Full Council on 15.11.23 outlining works required on Guildhall historic gateway stonework and Robing room refurbishment. Report approved at Full Council on 15.11.23.</p> <p>02.01.24 - Old Magistrates Court Robing Room refurbishment works will be commencing January 2024. A pre contract meeting with Andrew Townsend Architects, Imperial Restoration (Building Contractor) and Properties Officer held on 03.01.24 to discuss the refurbishment programme.</p>			
---	------	------	----------	--------	---	---	-------------------------------	---	--	--	--