

Actions register															
Updated (add most recent date)						29.2.24									
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	2020	February			<p>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):</p> <ul style="list-style-type: none"> - SLAs with allotment associations- complete - Lease / licence agreement with the two football clubs. These are showing as outstanding in the risk register" <p>Allotment SLAs - complete Football club licences</p>	Properties and Events Officer								
N	FGAM	2021	March			<p>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. <u>Standing item to note for future meetings</u></p>	Properties and Events Officer			July 23 - No further action has been taken on this matter. STANDING ITEM					
N	FGAM	2022	October	F54/22		<p>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.</p>	Museum Manager			<p>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. 28.6.2023 T41/23 A budget of £18,000 for the planned exploration work was proposed by Cllr Halliday, seconded by Cllr Lonergan and AGREED. The RFO would identify funding for this from the town council's budget. 1.11.23 - on agenda for 7.11.23 awaiting consultant updates 4.12.2023 Documents and pre-application report sent to Historic England and awaiting their reply. 12.02.2024 Meeting with planning, historic england and architects 6th March 2024 at the Abingdon County Hall Museum. Cllr Halliday invited to attend.</p>					
N	FGAM	2023	March	F82/22		<p>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.</p>	Cemeteries and Outdoor Services Manager			<p>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 9.1.24 - Responsibility passed to Cemeteries and Outdoor Services Manager. COSM has obtained a quote for the work and will consult with the Town Clerk.</p>					
N	FGAM	2023	June	F14/23		<p>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.</p>	Town Clerk, Chair of FGAM			<p>July 2023 - work ongoing 21.9.23 - no update 1.11.23 - no update 27.2.24 - agenda item</p>					
N	FGAM	2023	September	F49/23	N	<p>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</p>	Town Clerk			<p>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.</p>					
N	FGAM	2023	September	F49/23	N	<p>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</p>	Town Clerk			<p>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. 9.1.23 - Town Clerk has circulated draft standing orders for the proposed committee to the standing order working group.</p>					
N	FGAM	2023	November	F79/23	Y	<p>PROPERTIES UPDATE: OLD MAGISTRATES' COURT 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 meeting next week outlining the work required.</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. 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. 26.02.24 - Imperial restorations has started works, and are progressing well. Stonehouse have installed sump pump and waterproof ceiling membrane. Works remain on schedule.</p>					
N	FGAM	2023	November	T122/23	N	<p>PROPERTIES - ENERGY CONSUMPTION REPORT An annual report on energy consumption had been produced in recent years but had not been provided to the town council recently. Officers would be asked to review this. This item was discussed by the town council but has been added to FGAM as this committee has responsibility for town council property</p>	Properties and Events Officer			<p>26.02.24 - Engery audit carried out in March 2021. Works to improve energy as much as possible have been carried out, and are in the 2024 works schdeuls. Where possible lighting has been repalced with LED or Energy saving lamps.</p>					