

Actions register											
Updated (add most recent date)						5.2.24					
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	Community	2020	February			NOTICEBOARDS 1: CYLINDRICAL NOTICEBOARD	Cemeteries and Outdoor Services Manager	4.9.19 - minute A26: The Committee requested officers to investigate the cost of having a purpose-built round heritage notice board for the Market Place, whilst Members evaluated its proposed siting where the telephone kiosks were, until recently, situated. 25.2.20 - minute A60: Minute A26 – Notice Boards – Members noted that the delivery of the new notice boards for Roysse Court and Bath Street was expected imminently. With regard to the cylindrical notice board David Ogilvie Engineering have undertaken to design this item with an indicative cost of £7,500. It was resolved that officers go ahead with the design for this item and report back to Members of the Committee. The Chair of the Communications Committee would also be consulted as to where the new notice board would be sited on the Market Place 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 ctee 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. C22/23 Questions were submitted by Roberta Nichols on behalf of the Friends of Abingdon Civic Society: Noticeboard in the Market Place The Chair, Cllr Fawcett, would look into this matter as part of the communications review and it may be necessary to consider an alternative location in the Market Place for the noticeboard. The review would address the use of notice boards around the town. 2. Communications strategy update. This project was started by the former Town Clerk and the Chair would follow it up with the current Town Clerk. 3. Communications working party. This would be on the agenda for the meeting in September 2023. The Chair thanked Ms Nichols for attending. (for your information RS 5th Feb 24.			
N	Community	2021	June			NOTICEBOARDS 2: MARKET PLACE NOTICEBOARD 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. 5th Feb 24 - funds have been received from VOWH for finger post work. 11.7.23 - (minute C22/23) The Chair, Cllr Fawcett, would look into this matter as part of the communications review and it may be necessary to consider an alternative location in the Market Place for the noticeboard. The review would address the use of notice boards around the town. 10 Nov 23 RS - VOWH has asked ATC to identify two projects which they will pay for up to £5,500. In consultation with Leader Finger Posts and Notice Board project identified, VOWH informed. Officer at VOWH advised and taking forwards. RS			
N	Community	2021	December	C60/21	N	NOTICEBOARDS 3: 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 Roysse 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. Feb 23: this item is not an ongoing action and relates to a separate one to install a noticeboard in the Market Place. FOACC have been met with and invited to obtain notices on several occasions and the offer remains open. THEREFORE RECOMMENDED TO BE MARKED AS COMPLETE.			
Y	Community	2021	March	CS69	N	BANDSTAND PROJECT Agreed that that the bandstand is a jubilee project which needs to be started. AGREED a steering group for the bandstand project would be established under the proposed jubilee working group.	Properties and Events Officer	30.11.21 - Working party 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 - Working Party identified two potential sites. Properties Officer had consulted the Environment Agency and the Vale of White Horse District Council who confirmed that both sites were viable and 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 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. 4.7.23 - on agenda to appoint a working party 11.07.23 - Community Committee agreed to reinstate the working party with the membership as follows: Cllr Halliday, Cllr Jehanli, Cllr Oates, Steve Rich, Glynnie Butt. Budget for the bandstand is zero. RFO has confirmed there is an earmarked reserve of £16,500 for this project. 20.23.10 - Working party to decide on next steps, to talk to land owner (VVHDC) and get permission for the construction of a bandstand. 22.11.23 - Update from Locum town clerk email sent to Working Party Chair to ask for update re progress.			
Y	Community	2021	October			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. July 2023 - Cemeteries and Outdoor Services Manager has signed a contract and placed the order. The next actions are to gain permissions from properties where proposed new installation are to be sighted and to contract SSE to sort several power issues. Christmas tree has been ordered. 5.2.24 - Cemeteries and Outdoor Services Manager to report at next Community Committee meeting with an update.			
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. Feb 2024 - no action on this since November 2021. Suggest that it is marked as complete.			
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. Aug 23 - The Deputy Town Clerk to take this forward with the newly appointed company to reinvest ATC's communications strategy.			
N	Community	2022	December	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 Aug 23 - Council resolved to appoint LGRC to carry out the review. 10 November 23 - Locum Clerk RS asked to carry out initial Review by Cllr Halliday, process to be approved by Community Committee. RS 22.11.23 - Review to be carried out by Locum Clerk. 5th Feb 24 - report submitted for consideration. RS 6.2.24 - report to Community Committee.			
N	Community	2023	February	C95/22		COMMUNICATIONS STRATEGY 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. Town Clerk to appoint a consultant to produce a communications strategy.	Deputy Town Clerk	July 2023 - Former Town Clerk appointed a consultant in March 2023, since then the project has not been taken forward. The item will be on the agenda for the meeting on 5 September 2023 to appoint communications working group and specify the terms of reference. Minute C31/23 - Committee to re-establish a working party and define its remit. A paper on this item was requested to inform the committee of the consultant details and the remit they have been given. The committee noted that it is a priority. 22.11.23 Communication Working Party Formed. email sent to WP asking for update. RS Locum Clerk 6 Feb 2024 - WP to provide update. RS.			
N	Community	2023	September	C41/23	N	MUSEUM REPORT The Museum Manager was asked to provide more information about the work done by the 'Museum Friends' to repair the interactive archaeological map, including the technology they used, as the committee noted the significant saving this had achieved.	Museum Manager	19.9.23 - email sent to Museum Manager to request information. Museum Manager included reply on the details of the repair in his report for Community Committee 28-11-2023 item 7- 6.18			
N	Community	2023	September	C41/23	N	MUSEUM FRIENDS AGREED to ask the Mayor to write to the Museum Friends to thank them for their initiative to encourage visitors to make gift aid donations and making the saving for the museum through the work on the interactive archaeological map.	Mayor/Town Clerk	22.11.23 Museum manager asked to prepare draft letter - RS Locum Clerk. 3.1.2024 Draft letter sent to Town Clerk by Museum Manager			
N	Community	2023	October	C58/23	N	SUMMER EVENTS 2023 Music in the Park review. - Attendance figures were considered and it was suggested that the ticket price could be lowered for future events to encourage more people to come along. - Tickets were not scanned on entrance so there is a possibility that some may have been used more than once. - The event was provided under the identified budget and this will be considered as part of the planning for future events. Officers will review whether holding separate 'Fun' and 'Music' events was a success or whether they should be combined in future. The events were held separately this year because of the coronation. The committee requested a more detailed report for the next meeting to help a decision to be made for events next year.	Properties and Events Officer	22.11.23 - Report for meeting 28th November 23 prepared. 02.01.24 - Community Committee to discuss, propose and confirm 2024 events			