



Abingdon-on-Thames Town Council

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Finance, Governance and Asset Management Committee

Tuesday 5 March 2024

Draft minutes

These draft minutes are subject to the approval of the committee and they may therefore change.

Present:

Cllr Jim Halliday
Cllr Elio Astone
Cllr Neil Fawcett
Cllr Oliver Forder

Chair

Chair of the Community Committee

In attendance:

Cherie Carruthers
Andy Crick
Cllr Mark Giddins
Ben Maslen
Ron Spurs

Town Clerk/Chief Executive
Democratic Services Officer (clerk to the meeting)

Work experience student
Locum Governance and Projects Officer

SECTION I (Open to the Public Including the Press)

F99/23 Apologies

The Mayor, Cllr Gwyneth Lewis; Cllr Gabby Barody; Cllr Pat Lonergan; Cllr Colin Sanderson.

F100/23 Declarations of interest

Re item F106/23, Cllr Fawcett is an associate of and works with Midas Training.

F101/23 **Public participation**

None.

F102/23 **Minutes**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Forder and **RESOLVED** that the minutes of the meeting of the Finance, Governance and Asset Management Committee of 9 January 2024 be confirmed as an accurate record of the meeting, to be signed by the Chair.

Matters arising

F91/23: funding consultants: a contract has been signed by the Locum Governance and Projects Officer on behalf of the town council and is now up and running.

F103/23 **Finance report**

The committee considered the finance report from the Responsible Financial Officer.

The list of payments made between 1 December and 31 January 2024 was **proposed** by Cllr Forder, **seconded** by Cllr Halliday and **APPROVED**.

The committee management accounts to 31 January 2024 were **proposed** by Cllr Forder, **seconded** by Cllr Halliday and **APPROVED**.

The summary management accounts to 31 January 2024 were noted.

F104/23 **Internal audit**

The interim audit report was noted and officers were congratulated on the positive report. Officers were asked to recommend to the auditors that the date of the audit is referred to on the first page of future reports as this would be useful for review.

F105/23 **Planning committee terms of reference**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Forder and **RESOLVED** that the terms of reference for the proposed planning committee be recommended to council.

F106/23 **Strategic Plan**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Forder and **RESOLVED** that a new strategic plan be developed for 2024-2028, that Midas Consulting be appointed to facilitate a strategy day, that a day be agreed for councillors and staff to attend, and that Cllr Halliday, Cllr Lewis and the Town Clerk develop a brief.

The Town Clerk was asked to establish the availability of councillors and staff for the strategy day.

F107/23 Property maintenance and works

The committee noted the report from the Properties and Events Manager. The Town Clerk was asked to prepare a report for the next committee on how the newly refurbished Guildhall Robing Room would be used, how access would be arranged and managed, how it could be booked for hire and what the hire charges would be.

Officers were asked to report on what impact energy saving measures have had over the past three years and what the energy consumption costs are for the complex.

F108/23 Roundabout Maintenance

The committee considered the report from the Locum Governance & Projects Officer. This project was referred by the Town Infrastructure committee (minute IF85/23).

It was noted that the roundabouts are the sole responsibility of the county council.

It was **proposed** by Cllr Forder, **seconded** by Cllr Halliday and **RESOLVED** that the town council takes over maintenance of two roundabouts for one year, and during this time seeks financial support from the county council, while pursuing commercial sponsorship for the maintenance of these roundabouts.

F109/23 Publicity

Items to be considered for publicity:

- recycling of used Chrome books
- New play area, when completed
- Refurbishment of the Market Place Christmas lights when completed in 2024
- refurbishment of roundabouts when this project is progressed sufficiently

F110/23 Forward plan

The forward plan was reviewed and updated.

F111/23 Actions Register

The actions register was reviewed.

War memorial - re-lettering needs to be done in time for November: the Town Clerk would speak to the Cemeteries and Outdoor Services Manager.

F112/23 **Future Agenda items**

- Governance documents and policies
- Equality and diversity policy
- Members Allowances
- Committee Structure & Scheme of Delegation

F113/23 **Dates of future meetings**

The dates of future meetings were noted.

The meeting closed at 7.47pm

Signed.....

Date.....