



# ABINGDON-ON-THAMES TOWN COUNCIL

## Council Summons and Agenda for annual meeting Wednesday 15 May 2024, 6pm Old Magistrates' Court

Date of agenda: Friday 3 May 2024

To all members of the council

Dear Sir/Madam

You are hereby summoned to attend the annual meeting of the town council to be held on **Wednesday 15 May 2024 at 6pm** in the **Old Magistrates Court** for the transaction of the business stated below.

At each open agenda item there are links to the relevant documents which open the document from the town council website. Should you require a separate pdf version of individual documents please e-mail [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

Any queries on the agenda should also be directed to [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

Yours faithfully

*Cherie Carruthers*

Cherie Carruthers  
Town Clerk/Chief Executive

## Abingdon 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.

## PROCEDURAL NOTE

Under the Local Government Act 1972 the council must hold an annual meeting in May each year. By convention, the town council styles this meeting as its 'Annual Meeting and Mayor-Making'. The first business of the meeting - and the only business which the council must by law transact - is the election of the Chair of the council, which in a town may be styled the Town Mayor. The election of the new Mayor is chaired by the Mayor in post for the past year.

The new council year then commences.

### 1. Election of Mayor

**In accordance with the Local Government Act 1972 the first business of the Annual Meeting is the election of the Mayor, which marks the start of the new council year.**

To receive nominations for the position of Mayor for the civic year 2024-25 and to elect the Mayor.

### 2. Election of Deputy Mayor

To receive nominations for the position of Deputy Mayor for the civic year 2024-25 and to elect the Deputy Mayor.

3. **Apologies**

To receive any apologies for absence.

4. **Public participation**

It is council policy that the council sets aside a total of 15 minutes prior to the commencement of business in council meetings for residents or owners/managers of businesses in Abingdon-on-Thames to ask questions of the council or to express views by way of making a statement with regards to agenda items in this meeting. In order to ask questions or make a statement written notice of questions or statements, served by way of letter or e-mail ([democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk)), must be given to the Town Clerk by **5pm on Tuesday 14 May 2024**.

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. **Minutes**

To adopt and sign as a correct record the draft minutes of the meeting held on [20 March 2024](#).

7. **Governance**

- a. The town council agreed to establish a planning committee. In order to ensure that the scheme of delegation is correct, the town council is asked to:
  - agree to delete clause 6(c)(iii)(2) of the scheme of delegation which establishes a planning panel;
  - note the terms of reference for the planning committee which were agreed by the town council on 20 March 2024 (minute T161/23);
  - ask officers to incorporate the terms of reference for the planning committee into the scheme of delegation under item 6 and publish the revised document on the town council website.
- b. The town council is asked to review and adopt the following governance documents:
  - i. [Standing orders](#)
  - ii. [Scheme of delegation and terms of reference](#)
  - iii. [Terms of reference for the planning committee](#)
  - iv. [Code of conduct](#)
  - v. [Financial regulations](#)

8. **General Power of Competence**

To note that the town council has the general power of competence as resolved at its meeting on 15 May 2023 (minute T8/23).

9. **Membership of council committees and representation on outside bodies**

- a. To appoint members of the existing standing committees for 2024-25 and to ask the appointed members of each committee to elect a Chair and Vice-Chair.
- b. To appoint town council representatives to outside bodies.

[A report is provided with this agenda.](#)

10. **Dates of future meetings**

12 June 2024  
31 July 2024  
9 October 2024  
15 January 2025  
2 March 2025  
12 May 2025 – annual meeting  
18 June 2025