

**Abingdon Town Council**  
**Community committee 19 November 2025**  
**Item 13: Actions Register**

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
2021	March	CS69	<b>BANDSTAND PROJECT</b> 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.	Project Manager: Place and Property / Cllr Jim Halliday	August 25 - No further action has been taken on this matter. STANDING ITEM	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 District Council 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. Agreed that should the scheme proceed it might be appropriate to use CIL funds. 11.07.23 - Community committee agreed to reinstate the working party with the membership as follows: Cllr Halliday, Cllr Jehanli, Cllr Oates, Steve Rich, Glynne Butt. The budget for the bandstand is zero but 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 (VWHDC) 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. 14.05.24 No further progress. January 2025 - no update August 25 - No further action has been taken on this matter. STANDING ITEM
2024	September	C32/24	<b>TWINNING</b> The committee considered whether the town council should procure appropriate gifts and create a commemorative book to present to visitors from twinned towns and regions. It was RESOLVED to ask a local photographer to prepare a commemorative presentation brochure for visitors from twin towns. There is a budget for twinning which can cover the cost of such gifts.	Project Manager: Community and Business Engagement	27.5.25 - under review, needs additional work before sign off	22.10.24 - Project Manager: Community and Business Engagement is looking into this. Local photographer contacted and printing being investigated. 10/03/2025 LM sent draft to RG LO and GB Jan-25 - Twinning booklet in progress, LM planning to meet with Martin Wackenier to discuss further. First draft by 12.2.25. LO and RJ will be asked to sign off the project.
2025	February	C58/24	<b>GUILDHALL CHAIRS</b> The RFO was asked about refurbishment of Guildhall chairs. The town council had agreed not to do this as part of its agreed budget for 2025-26 but it could be	Project Manager: Place and Property	20.10.25 - First batch of 10 x chairs with upholsterer, expected return <b>XXX</b>	20.5.25 - Quote to refurbish wooden Guildhall chairs: Standard Leather £250 per chair; Lower grade Leather £200 per chair. 16.6.25 (minute F10/25) - referred to FGAM to ask it to find a budget for the work. Officers suggested using the civic treasures budget and were also asked to refurbish three of the leather-backed chairs with the other chairs. RESOLVED to delegate to officers to refurbish

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			reviewed. The Project Manager Place and Property would be asked to look into refurbishment of chairs using agreed budgets and to seek quotes for this.			up to 25 chairs using budget EMR334. July 2025- members agreed to refurbish 20 leather chairs . August - 10 x chairs have been taken for re-upholstery.
2025	February	C62/24	<b>COMMUNICATIONS REVIEW</b> LM has met with Breakthrough Communications and as part of their offer training is available for staff and councillors. LM will share details of how to access the training with councillors. LM was asked to share the full report from Breakthrough Communications with the committee.	Project Manager: Community and Business Engagement	10.9.25 - officers asked to review if this item should remain or be removed.	18.2.25 - Training will be available from 24th February. 5.2.25 - LM sent out full review to Community Committee 29/10/2025 LM has been in contact several times with no response, this has now been followed up with the Clerk cc'd into communications
2025	June	C10/25	<b>CLUBS AND SOCIETIES DAY</b> RESOLVED to ask the PMBCE to bring a report to the next meeting with options for Clubs and Societies Day in future. It was suggested that participants could be asked for their preference for future events.	Project Manager: Community and Business Engagement	10.9.25 - RESOLVED that the Clubs and Societies Day be organised annually and that officers are asked to explore ways to get support with organisation from outside groups. Officers were asked to advise on details.	
2025	June	C11/25	<b>WEBSITE</b> Officers were asked to bring a proposal for a new website to the next meeting.	Project Manager: Community and Business Engagement	10.11.25 – on agenda for 19.11.25	28/08/2025 PM and DTC have begun proposal for new website, this will be presented to the community committee in the November meeting.
2025	June	C13/25	<b>TOWN CRIER</b> Officers were asked to send the PDF to councillors when it is available.	Project Manager: Community and Business Engagement	Regular action - <b>remove from actions register?</b>	
2025	June	C11/25	<b>TOWN CRIER DELIVERIES</b> Project Manager: Business and Community Engagement was asked to look into the cost for the Town Crier to be sent to the properties that are currently not receiving it.	Project Manager: Community and Business Engagement	10.11.25 – <b>REMOVE?</b>	10.9.25 - RESOLVED to continue with four deliveries a year, using the Royal Mail 'door to door' service and considering an increase in the budget to fully cover the cost of printing and delivery, as the current budget does not do so.
2025	September	C27/25	<b>MICHAELMAS FAIR</b> Officers were asked to formally write to the fair organiser to emphasise the need for quieter music in the evenings.	Project Manager: Place and Property	20.10.25 - Action Complete. Bob Wilson Funfairs adhered to request to lower music and bass levels from 22:00. <b>REMOVE?</b>	