

Abingdon Town Council

Finance, Governance and Asset Management committee 1 December 2025

Item 14: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	All updates
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>	Project Manager: Place and Property	August 25 - No further action has been taken on this matter. STANDING ITEM	July 23 - No further action has been taken on this matter. STANDING ITEM July 25 - No further action has been taken on this matter. STANDING ITEM September 2025 - No further action has been taken on this matter. STANDING ITEM
2021	April		<p>MUSEUM LIFT</p>	Museum Manager	4.9.25 - No update	<p>Apr to June 2021 - Andrew Lord (AL) re preplanning application advice – locate original documents and application. June 2021: review - Original documentation reviewed by DS. VWHDC suggested pre-planning app advice. AL advises need to appoint an architect to undertake this exercise. July to Sept 2021 - Met with Ridge Jim Thomas, structural engineer, awaiting advice regarding design before approaching English Heritage/planning March 2022 - timescales for the museum lift options appraisal did not include all stages such as producing a business plan. Agreed that these would be added to forward plan in due course. June 2022 - Ridge and Partners LLP have completed a feasibility and pre-planning application to Vale of the White Horse Planning Officers. Officers approved submission of documents and await further information in response to the submission. Further update provided in report to FGAM, 21 June 2022, item 14. July 2022 - Meeting between Historic England, Ridge, Conservation and planning in response to submission of pre-planning advice application. Instruction to Ridge to proceed on planning application based on this outcome and pending completion of a business plan (Actions register S21-2833 agreed by Town Council 1.12.21). October 2022 - Historic England have responded to the feasibility study prepared by Ridge Partners and suggest further commission of an updated access plan, informed by new reports of 'a clearer and more comprehensive assessment of significance and including consideration of the conservation area' and 'an analysis of important views within the conservation area'. Ridge Partners propose that further work should be conducted at pre-application advice stage and presented to Historic England for a second response to qualify best chances of submitting a successful planning application. 17 Jan 23 - FGAM decision on extended pre-app studies - access plan/audit & conservation report esp. views. RESOLVED to continue to work with the current contractor, to gain further written guidance from Historic England and</p>

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						<p>gauge their support for a viable option to install a lift.</p> <p>19 Jan 2023 - Museum Manager instructs Adrian Kite (architect) of Ridge to proceed based on Asset Heritage conservation consultancy continuance and collection of quotes for access improvement workplan to present to the Museum Manager. Followed up on 2 February 2023 by Museum Manager.</p> <p>April 2023 - access plan update and new Statement of Significance & Heritage Impact Assessment - business report for user profile and benefits</p> <p>12 April 2023 Access Audit begins to be followed by Access Plan. Meeting arranged for late May with conservation officer at the vale, asset heritage, ridge and your officers.</p> <p>25 May 2023 Access Plan complete. Meeting with Museum Manager, Adrian Kite (Project Architect, Ridge Partners), Emilia Zipis (Junior Architect, Ridge Partners), Boris Van der Ree (Conservation Officer, VWHP), Nick Doggett (Consultant Asset Heritage) to discuss validated and valuable views of proposed lift structures from the conservation area. Museum Manager awaiting update on finished pre-application from Conservation Consultants and Architects.</p> <p>28.6.23 T41/23 - budget of £18,000 for the planned exploration work AGREED. The RFO would identify funding for this from the town council's budget. 1.11.23 - on agenda for 7.11.23</p> <p>4.12.2023 Documents and pre-application report sent to Historic England and awaiting their reply.</p> <p>12.2.24 Meeting with planning, Historic England and architects 6th March 2024 at the Abingdon County Hall Museum.</p> <p>22.3.24 second pre-app advice letter from Historic England - positive response - recommends further development of proposal</p> <p>5.6.24 - report to FGAM. Agreed to consider proposals at strategy day.</p> <p>17.2.25 - discussed at strategy day, February 2025.</p> <p>26.2.25 - Informed that there is no possible funding available at this time and the project is on hold.</p> <p>26.2.25 - On hold until further funding is available and until further discussions.</p> <p>27.5.25 - On hold until further funding is available and until further discussions.</p>
2023	November	T122/23	<p>T122/23 - PROPERTIES - ENERGY CONSUMPTION REPORT Annual report on energy consumption produced in previous years but not recently. Officers asked to review this. Item was discussed by the town council but added to FGAM as this committee has responsibility for town council property</p> <p>F9/24 - PROPERTIES - ENERGY USAGE The Projects and Events Officer was asked to prepare a report for a future meeting on room use and the cost to replace lights in each room to allow the committee to consider the most cost-effective way to proceed by focusing on the most used rooms.</p> <p>F26/24 - CARBON REDUCTION PLAN Review of carbon reduction targets, officers were asked to report to the meeting in September. Town Clerk to prepare report in consultation with all managers.</p>	Project Manager: Place and Property	<p>20.10.25 - On 12.09.25 - Cllr Halliday & Cllr Astone met with Properties Officer to tour ATC properties to include the GH, Roysse Court & Cemetery including lodges. Ideas were put forward how energy can be saved throughout ATC properties. Awaiting confirmation from D&T, as to what distro boards feed what area of the Guildhall, to investigate the difference in energy consumption identified by Cllr Halliday.</p>	<p>26.2.24 -Energy audit carried out in March 2021. Works carried out to improve energy as much as possible and are in 2024 works schedules. Where possible, lighting replaced with LED or energy saving lamps.</p> <p>5.3.24 (F107/23) - Officers asked to report on impact of energy saving measures over past three years and energy consumption costs are for the complex.</p> <p>14.5.24 - noted in Properties Officer report May 2024.</p> <p>12.9.24 - deferred whilst awaiting grant funding decision from VWHDC.</p> <p>17.2.25 - grant application unsuccessful.</p> <p>May 2025 - No further action has been taken on this matter. STANDING ITEM</p> <p>27.5.25 - PM P&P, updating the plan. Electric van purchased for Open Spaces</p> <p>July 25 - No further action. Clear explanation form Councillors as to where within ATC property assets energy reduction is required and if it can realistically be achievable.</p> <p>08.09.25 Project manager emailed Cllr Halliday & Cllr Astone on 03.09.25 requesting informal meeting to discuss what areas can be potentially marked for carbon emission improvements.</p> <p>15.9.25 - Chair of FGAM, EA and VM have toured properties to asses possible work. Energy reduction plan for next meeting.</p>

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2024	March	F106/23	STRATEGIC PLAN 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.	Town Clerk	26.11.25 - Cllr meeting undertaken on 4.11.25 - Top 5 Strategic Priorities agreed and costed out - will be included in the budget for 2026-27	22.5.24 - Strategy day booked for 6.7.24. Working party to meet with Town Clerk in June to agree scope of day. 13.9.24 - date to be confirmed before end November 2024 17.2.25 - to be considered by the town council in March 2025 27.5.25 - Awaiting write up from Midas, members to convene to agree the priorities based on the outcome results of the SD, to allow officers to plan and cost projects 4.9.25 - Town Clerk to consolidate feedback from Midas and prepare top 5 projects (from data of Strat Day 1.2.25) - once prepared; set a morning with Cllr's to deliver the operations and implementation 15.9.25 - report back, priorities need to be considered for future actions.
2024	July	F6/24	FINANCE: BURGESS TRUST Officers were asked to confirm details of the Burgess Trust budget line and retentions payable on balance sheet. This was outstanding and would be reported on shortly.	Town Clerk / Cllr Jim Halliday	27.5.25 - Cllr Jim Halliday to update 5.9.25 - Town Clerk to request a change of use to the funds available.	13.9.24 - Fund set up in 1980s for town twinning. Town Clerk recommends that this budget is moved to the twinning budget. 30.9.24 - Town Clerk and Chair of FGAM are considering this. Investigations continue. 6.2.25 - Chair of FGAM provided information which confirmed that a twinning fund was set up in 1989 using £15,000 provided by Miss D. Burgess. The interest from this fund was intended to be used for young people aged between 16 and 23 from Abingdon to visit the Abingdon and Vale of White Horse twin towns, providing travel, accommodation, food and insurance. 26.2.25 - Town Clerk to request that the Burgess Family is contacted to amend and update terms of the Trust
2024	July	F19/24	WAR MEMORIAL REFURBISHMENT Deputy Town Clerk is following this up	Deputy Town Clerk	23.10.25 - Cannot get any further quotes at present. ATC will need to match fund approx. £20k	13.9.24 - basic refurbishment of lettering and clean up commissioned, to be completed before Remembrance. Grant applied for, decision awaited. 30.9.24 - work to be undertaken shortly. 17.2.25 - first phase completed, officers seeking grant from War Memorials Trust for further work. Awaiting a decision. 27.5.25 - 1 quote received, awaiting further quote, 2 companies did not bid 4.9.25 - No further quotes received.
2024	July	F22/24	MUSEUM PHONES IT and telephone provision to the museum requires urgent upgrading in advance of the removal of analogue telephone services in December 2025 [now postponed to 2027]. The committee asked officers to set out what the consequences of this project not proceeding are and any costs which may result.	Museum Manager	6.8.25 - Temporary solution actioned, to install 4g wireless to enable new phone system to be installed until fast broadband available. Installation beginning 13.8.25 Museum Manager written to planning officer to enquire whether permission is needed to drill through the wooden doorframe. Broadband supplier requested to survey new route in and report back. Cabling team instructed to quote, IT support company handling suppliers.	13.9.24 - update from Museum Manager: Fire alarm, CCTV and intruder alarm services currently rely on the ADSL phone lines. If new connections are not installed before the switch off of old phone lines in 2027, the building will not be able to function as a Museum as it will be uninsurable. The costs of dealing with relocating the Museum or putting the whole collection into storage and associated costs would be considerable. Fibre cabling to preserve data, telecoms and security was agreed in 2023 but issues with cabling became apparent due to the protected nature of the building. English Heritage and a surveyor have been contacted about the problem. The cost of the specialist surveyor would be £120 per hour plus travel costs and VAT. Planning consent may not be needed to carry out the works. Estimates have been sought for ground works (pending a surveyor's report) to route a cable duct under the paving to enable cables to be routed into the basement. Once costs are obtained, a report will be presented to FGAM. 26.2.25 awaiting installation of fibre broadband, instructed to hold on progress for the time being. Next step to procure surveyors report to ascertain best route into building, then seek permission from English Heritage and go to planning if necessary. Museum Manager instructed to hold off with surveyors report for the time being as deadline for cutoff moved to 2027. Will resume investigation in June 2025. Access point for fast broadband connection is in place at the south corner of the county Hall. A viable route in must be agreed with English Heritage. This will be raised at the annual agreement review, 23 April 2025 date postponed by EHT new date TBA.

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						11.6.25 - EH have agreed that a line hole can be drilled, with planning permission from the Vale, submitting paperwork. 16.6.25 - advised that a hole can be drilled if there is planning permission. Town council (museum) applying for planning permission. 24.6.25 - Permission started but long delays at planning currently stalling progress.
2024	December	F51/24	INVESTMENT STRATEGY Officers were asked to provide an analysis of interest rates in savings accounts for future reports. RESOLVED that a review of the investment strategy be undertaken to look at the creditworthiness and environmental credentials of the banks the town council holds funds with.	Town Clerk	26.11.25 - On agenda for FGAM 1.12.25	26.2.25 - no update. 11.6.25 - Received rates from Unity Bank, Nationwide, Santander - awaiting Property Port' rates from CCLA, which will be received when correspondence mandate is updated. 15.9.25 Current account banking: RESOLVED to approve moving the day-to-day current account banking from NatWest to Unity Trust Bank. Council balances: RESOLVED to approve the closure of the Santander Account and spreading the balances as set out in the RFO report Financial adviser: There was support for seeking financial advice for this decision but it was noted that the decision required should not await the advice of a financial adviser. RESOLVED to approach three financial advisers with local authority experience to ask for proposals to be presented in a report to the committee in December.
2025	February	C58/24	GUILDHALL CHAIRS 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 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.	Project Manager: Place and Property	20.10.25 - First batch of 10 x chairs with upholsterer, expected return mid-November	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 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	March	F76/24	CEMETERY POLYTUNNEL Report from Cemeteries and Outdoor Services Manager on whether to apply for a certificate of lawful development for the polytunnel being erected at Spring Road Cemetery. Referred by the Environment and Amenities committee (minute E43/24). RESOLVED to ask the Town Clerk to apply for the certificate of lawful development.	Deputy Town Clerk	17.11.25 - A Certificate of Lawful Development was applied for. The Deputy Town Clerk received an email from a VWH Planning Officer, which advised that the certificate would be granted, but that the flowers would only be able to be planted in the cemetery. He suggested that full planning permission would enable the plants to be used across the town. The Deputy Town Clerk therefore withdrew the application for the Certificate of Lawfulness and applied for full planning permission. This has now been granted and the polytunnel can now be used as intended. MARK AS COMPLETE.	27.5.25 - planning permission submitted to Vale.
2025	June	F6/25	TRAINING FOR COUNCILLORS Training for Mayor and deputy. The Town Clerk was asked to check with the Mayor and Deputy Mayor on whether they are receiving this training and whether they consider it to be good value. It was	Town Clerk	23.10.25 - Agreed at FGAM that Chair & Vice Chair (Inc Mayor & D mayor) training will be mandatory when taking up the role. Mayors &	1.9.25 - on agenda for meeting on 15.9.25

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			suggested that annual training for all Chairs and Deputies in managing meetings would be better value. The Town Clerk was asked to produce a confidential report on training options for Mayors and councillors.		Deputy Mayors training will continue as is.	
2025	June	F6/25	ENERGY BILLS Energy costs were considerable due to a period when the council had been out of contract and was renegotiating an agreement, The meter reads against charge are also under dispute with the provider. The Town Clerk was asked to provide a report on the energy charges for the last financial year, including details of queries raised with the energy company.	Town Clerk	1.9.25 - Outstanding	
2025	June	F10/25	SHELVING IN CELLS Shelving needs to be installed as soon as possible to allow the strong room to be emptied, therefore agreed to delegate to the Town Clerk in consultation with the Chair and the Project Manager: Property and Place the task of placing a contract to install appropriate shelving.	Project Manager: Place and Property	20.10.25 - Works complete on 29th September 2025 Completed. Mark as complete	July 25 - members rejected proposal to install shelving by approved contractor inside out and requested another quote be obtained from a more local company. September 25 - County Crest have been asked to provide quote for shelving installation.
2025	June	F11/25	LOCAL GOVERNMENT REVIEW The committee was asked to consider setting up a task and finish working party to examine proposals relating to county and district council responsibilities and assets. The town council should identify areas where it may benefit Abingdon from the town council taking on more areas of responsibility, avoiding potential liabilities. RESOLVED to set up a task and finish working party to look at this. The Town Clerk supported a suggestion that the Committee should appoint Councillors who are not on either the district or county councils . The committee agreed to appoint the present four members, excluding Cllr Fawcett, who sits on the district and county councils	Councillors	standing item	