

Actions register												
Updated (add most recent date) 08.06.2026												
CONFIDENTIAL?	Forward plan item (if relevant)	Meeting	Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update	Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)
N	N	FGAM	2021	March		<b>LAND OWNERSHIP</b> 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>	Project Manager: Property & Place	August 25 - No further action has been taken on this matter. STANDING ITEM February 2026 - 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 January 2026 - No further action has been taken on this matter. STANDING ITEM			
N	Y	FGAM	2021 2025/26	April March	F69/25	<b>MUSEUM LIFT FORWARD PLAN</b> It was requested that the Museum Manager, Dan Sancisi, brings a short paper to the next meeting outlining lift options.	Museum Manager	18.2.26 - Museum Manager asked to revisit option 3 27-5-26 5 year forward plan in progress, lift options in current report requiring decision from committee.	Apr to June 2021 - Andrew Lord (AL) re preplanning application advice – locate original documents and application. June 2021: review - Original documentation reviewed by DS. VVHDC 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 gauge their support for a viable option to install a lift.			
N	N	FGAM	2023	November	T122/23	<b>T122/23 - PROPERTIES - ENERGY CONSUMPTION REPORT</b> 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 <b>F9/24 - PROPERTIES - ENERGY USAGE</b> 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. <b>F26/24 - CARBON REDUCTION PLAN</b> 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.	Project Manager: Property & Place	08.06.2026 - On Agenda	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. 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. 14.5.24 - noted in Properties Officer report May 2024. 12.9.24 - deferred whilst awaiting grant funding decision from VVHDC. 17.2.25 - grant application unsuccessful. May 2025 - No further action has been taken on this matter. STANDING ITEM 27.5.25 - PM P&P, updating the plan. Electric van purchased for Open Spaces 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. 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. 15.9.25 - Chair of FGAM, EA and VM have toured properties to asses possible work. Energy reduction plan for next meeting. January 2026 - Agreed schedule of works at December 2025 FGAM meeting to include GH window restoration, LED light upgrades and solar panel installation as part of energy saving initiatives within town council properties. 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. 18.2.26 - TC is contacting Cllr Astones associate to discuss energy reduction strategy 07.05.2026 Energy usage reduction measures have been implemented through LED lighting replacements within the GH rooms. OMC is the only room that has not yet been upgraded.			
N	N	FGAM	2024	July	F6/24	<b>FINANCE: BURGESS TRUST</b> 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	26.01.26 - Awaiting response from Twinning Society acknowledging change of use 08.06.26 - No update	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			
N	N	FGAM	2024	July	F19/24	<b>WAR MEMORIAL REFURBISHMENT</b> Deputy Town Clerk is following this up	Deputy Town Clerk	08.06.26 - No update	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. 23.10.25 - Cannot get any further quotes at present. ATC will need to match fund approx. £20k			

N	N	FGAM	2024	July	F22/24	<b>MUSEUM PHONES</b> 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	27-05-2026 - Open Reach ready to install pending permission from the council. It is not clear whether they mean for planning permission to be sought. Question has been asked - the reason being paving slabs in historic paving must be lifted to install fibre cables.	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. 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. 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			
N	N	FGAM	2025	June	F6/25	<b>ENERGY BILLS</b> 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	18.2.26 - Outstanding	1.9.25 - Outstanding			
N	N	FGAM	2025	June	F11/25	<b>LOCAL GOVERNMENT REVIEW</b> 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:				
N	N	FGAM	2026	March	F66/25	<b>SOLAR PANELS DEPOT</b> Bring a report on storing electricity in a battery pack and obtain further prices	Project Manager: Property & Place	08.06.2026 - On Agenda	07.05.2026 Quotations have been obtained from two companies for the installation of solar panels and battery storage facilities at the Depot.			
N	N	FGAM	2026	March	F66/25	<b>OMC LED lights</b> Report on reduced number of LED lights in OMC and options	Project Manager: Property & Place	08.06.2026 - On Agenda	07.05.2026 Quotations have been obtained from for the replacement of all 47 OMC light fittings with LED fittings. Further quotations have also been obtained for the replacement of up to half of the original OMC light fittings with LED fittings, as it was considered that replacing all 47 fittings may be excessive. Any reduction in the number of light fittings is subject to planning restrictions.  In addition, a quotation has been obtained for the removal of all original fittings, the installation of a suspended false ceiling, and the fitting of a reduced number of new LED lights. These proposed works are not subject to planning restrictions.			
N	N	FGAM	2026	March	F66/25	<b>WEDDING CEREMONY CHAIRS</b> Ctee requested that the PM: P&P investigated acquiring more elegant chairs for wedding ceremonies. Design had to be practical.	Project Manager: Property & Place	08.06.2026 - No Update	07.05.26 The investigation into elegant chairs for weddings has not yet been pursued. Two wedding ceremonies have been booked for 2026, with only one booking requesting chair covers. Wedding ceremony bookings are capped at 60 guests to ensure sufficient availability of chairs and chair covers in the event of multiple bookings within GH. A review and feedback from the 2026 weddings will help determine whether there is a requirement for more elegant chairs. Should a need be identified, a budget proposal will be submitted for the 2026/2027 financial year.	Y		