

Notice of Mayor-Making and Annual Meeting

Didcot Town Council
4th May 2021 at 7.30pm



Online at zoom.us (or via your device app)

All Members of Didcot Town Council are summoned to attend the **Mayor-Making and Annual Meeting** of the Council on **Tuesday 4th May 2021 online at 7.30pm.**

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960. Admission to this meeting will be online (**The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.**)

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation – via zoom.us (or via your device app)

The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

At the relevant time during the meeting, the Mayor will invite members of the public to present their questions, statements or petitions. To find out about participation – or to view without speaking – please email the Town Clerk to request an invitation and the meeting ID at jwheeler@didcot.gov.uk .

How to join the meeting using zoom.us

Should any member of the public wish to join the electronic meeting, please contact the Town Clerk by email – jwheeler@didcot.gov.uk to request an invitation. You will be provided with instructions on how to join the meeting. You will need to sign up to a Zoom account, which is free. You should use your browser to find zoom.us, then simply follow the instructions to sign up. Should you wish to comment rather than attend, please email the Town Clerk or the Mayor prior to the meeting.

The business to be transacted at the meeting will be:

1. **Election of the Town Mayor for 2021/2022 and signing of Declaration of Acceptance of Office**
2. **Election of the Deputy Town Mayor for 2021/2022 and signing of Declaration of Acceptance of Office**
3. **Election of the Leader of the Council for 2021/2022**
4. **Election of the Deputy Leader of the Council for 2021/2022**
5. **To receive apologies**
6. **To receive declarations of interests**

Members are reminded to declare any interests on any item on this agenda in accordance with Didcot Town Council's Code of Conduct.

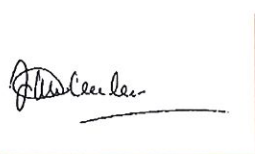
Suspend Standing Orders to allow for:

- Review of the 2020-2021 year from the outgoing Mayor – Cllr Eleanor Hards
- Speech from the incoming Mayor and confirmation of charities

Re-instate Standing Orders

7. **To appoint the new Property and Facilities Committee as a replacement for the Civic Hall Management Committee – see attached report**

8. To review the Scheme of delegation to Committees under Standing Orders 100 - 112 and to employees under Standing Orders Section 4 and 5 – see attached report and terms of reference for each Committee
9. To defer nominations to existing Committees to the Annual Meeting on 10th May 2021 but (in accordance with Standing Order 105) to receive nominations of Chair and Vice-Chair subject to their election at the first meeting of the Committee – see attached report
10. To receive a motion from Cllr P Davies regarding the resumption of physical Council meetings – see attached motion.



Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
27th April 2021



Mayor Making and Annual Meeting 4th May 2021

Report author: Janet Wheeler



New standing Committee

Background

1. The Civic Hall Management Committee was set up in 2019 to manage the affairs of the Civic Hall once it became a part of the Didcot Town Council rather than a separate entity.
2. Following a challenging year when the pandemic forced the Civic Hall to close on several occasions – the Council undertook a re-structuring programme to make the best use of staff and the management of the Town Council assets.
3. It was resolved in the Council meeting on 1st November 2020 to approve the re-structuring for both inside and outside assets.
4. A new Property and Facilities Committee will now replace the Civic Hall Management Committee. This will be a standing Committee of the Council.
5. The Property and Facilities Committee will broadly look after all the Town Council buildings of which the Civic Hall is included. The recommended Terms of Reference will be considered along with all the other standing Committees in item 8 on the agenda.

Recommendation

6. That Council approves this new standing Committee.

Legal Implications

7. None

Financial Implications

8. None.

Risk

9. Lack of formal terms of reference increases the risk that committees do not adequately fulfil their purpose.

Mayor-Making and Annual Meeting 4th May 2021

Report author: Janet Wheeler



Scheme of Delegation to Committees

Introduction

1. Standing Order 100 - 112 allows the Annual Meeting to delegate matters to the Standing Committees of the Council. This has been included on the Mayor-Making agenda because there is a lot of change following the re-structuring last year. A recommendation will then go to the Annual Meeting that follows. The scheme of delegation is laid down in our current Standing Orders approved in June 2020.
2. In addition to the Standing Committees referred to in the current Standing Orders 2020 – it is recommended that the new Property & Facilities Committee will replace the Civic Hall Management Committee.
3. The Property & Facilities Committee will take on the responsibility of all the buildings and building projects owned by Didcot Town Council including the car parks. This will help lessen the load on the Environment & Climate Committee.
4. The dates of meetings for the Civic year 2020-2021 were ratified at the Council meeting held on 1st March 2021.

The proposed Scheme of Delegation:

Environment and Climate Committee

- a) Administration of the Town Council Environment budget and any related cost centres related to climate projects.

- b) The organisation of the management of the Council's Parks, Allotments, Cemetery; Millennium Wood and any other open and green spaces under the jurisdiction of the Council.
- c) Environmental issues in and affecting the Town such as litter, grass verges, pavements, roads, recycling, footpaths and other similar matters.
- d) The Town's Christmas tree, lights and decorations.
- e) Policy issues connected with the environment of the Town for which the Council has responsibility.

Planning and Development Committee

- a) To consider and respond to planning applications.
- b) Minor issues affecting the traffic, highways and transport.
- c) Minor issues arising from planning consents.
- d) To consider and respond to licensing consultations.
- e) Issues affecting the development of the Town.
- f) Naming of streets.
- g) Major issues affecting the traffic, highways and transport.
- h) Any policy issues connected with planning and development for which the Council has responsibility.

Finance and General Purposes Committee

- a) Administration of the Town Council Finance and General Purposes and Arts and Grants budgets.
- b) The financial administration of the Council, including the preparation of estimates, management and use of capital assets, and the expenditure and receipt of monies throughout the year.
- c) Any other issues, excluding policy, not listed under the scheme of delegation of any other Committee.
- d) The Standing Orders and Financial Regulations of the Council.
- e) Any matter of policy where the Council decides that wider consideration than one Committee alone can give to the subject is needed, or where views need to be co-ordinated across different Committees.
- f) Other policy areas, including community transport services, development of Council-owned land, community activities and promotion of the Town.
- g) Setting of the precept upon the rating authority.
- h) Any other policy issues for which the Council has responsibility that are not listed under the scheme of delegation of any other Committee.

Personnel and Administration Committee

- a) Administrative matters.
- b) The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer (see below).

- c) Any other matters affecting the Council staff and the personnel policies of the Council.
- d) Recommend to Council the terms and conditions of employment of the Town Clerk/RFO/Proper Officer.
- e) Any policy issues connected with the Council staff.

Property and Facilities Committee

- a) The operational running and maintenance of all the built properties owned or leased by Didcot Town Council including the Civic Hall; Loyd Pavilion; Willowbrook building; Outside Services Depot and the new Edmonds Park Pavilion.
- b) The operational running of the car parks at the Civic Hall and Willowbrook.
- c) The Committee will have responsibility for its own budget.
- d) Programme of improvements to all buildings and in particular to climate projects that will help reduce the carbon footprint.
- e) The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee.
- f) The Committee shall have delegated authority to spend within its authorised annual budget.

Legal Implications

5. None

Financial Implications

6. None.

Janet Wheeler
Town Clerk

Mayor Making and Annual Meeting 4th May 2021

Report author: Janet Wheeler



Temporary confirmation of Chairs and Vice Chairs of standing Committees

Detailed consideration

1. Following the continued uncertainty about whether the Town Council will be allowed to continue remote meetings beyond 7th May – it was agreed at the Full Council meeting on 1st March that we would combine the Mayor-Making and the Annual Meeting on the 4th May. The advantage is that the Council will still be able to legally install the Mayor and Deputy Mayor ahead of the uncertainty.
2. It was also agreed that the Leader and Deputy Leader positions would be appointed to avoid having a period of time without this leadership.
3. The agenda for the Mayor Making and Annual Meeting would be kept short. It was agreed to hold an additional Extra Ordinary Council meeting on Monday 10th May to enable all the Councillors including the newly elected Councillors to agree which Committees they wished to participate in.

Recommendation

4. That Council approves the current Chairs and Deputy Chairs on a temporary basis until the first meeting of each standing Committee is held:
 - Planning and Development Committee Chair: Cllr A Dearlove
Deputy: Cllr D Macdonald
 - Environment & Climate Committee Chair: Cllr D Macdonald
Deputy Cllr A Macdonald
 - Finance & General Purposes Chair Cllr J Moody
Deputy Cllr P Siggers
 - Personnel & Administration Chair Cllr M Khan
Deputy Cllr A Macdonald

- Property & Facilities Committee (formerly Civic Hall Management Committee)
Chair Cllr P Siggers
Deputy Cllr A Macdonald

Legal Implications

5. None

Financial Implications

6. None.

Cllr Phil Davies Single Agenda Item for the Mayor Making Full Council Meeting regarding the resumption of physical Council meetings

It appears Central Government are not making time to extend the law allowing us to continue to meet online beyond 7th May, despite allowing Parliament to do exactly that.

Step 3 will likely be in force between 7th May and 16th May. This does not allow indoor meetings and only allows 6 from 2 households to meet outdoors.

Step 4 is due to start no earlier than 17th May. That allows 6 from 2 households indoors but does allow up to 30 to meet outdoors.

Removal of other restrictions is not planned before 21st June.

I struggle to see how we can legally or reasonably meet indoors during the period 7th May to 21st June. How can we justify inviting the public to an indoor gathering whilst indoor gatherings are banned.

Personally I've not met some local family members for over a year. We can still only meet with 6 persons from 2 families outside. I fail to see how I can now simply meet dozens of people from numerous households indoors for approaching 3 hours at a time.

In my opinion we need to set an example during the period of continued restrictions on indoor meetings and revise our plans based on the published restrictions to match what the public are being asked and expected to follow.

I believe 2 meetings; the 10th May Extra-Ordinary Full Council and the 12th May Planning Committee need to be postponed and rescheduled entirely if virtual meetings cannot proceed during the period up to the 17th May and Step 4 being successfully taken.

For the next 5 planned meetings for all other committees, we could investigate hiring a marquee for the garden of the Civic Hall. That way for the period of step 4 we can legally meet outside yet protected from the elements. I think it's unlikely we would get more than 30 persons in total to those committee meetings.

Perhaps we could also revise the time of those meetings to 2:30pm to get them done in daylight and a more comfortable outdoor temperature.

A local option to investigate appears to be Brightwell Marquees:

Info@brightwellmarquees.co.uk

01491 824514

The alternative appears to be a return to the emergency committee from the 6th May until 21st June.

I think considering a suitably sized marquee to maintain social distancing whilst covered yet in open air is a reasonable solution to allow our meetings to proceed rather than revert to the Emergency Committee only until the 21st June.

Kind Regards

Cllr Phil Davies
DTC Ladygrove Ward