

Notice of the Mayor-Making meeting

Didcot Town Council

Tuesday 7th May 2024 at 7.30pm

Main Hall, Didcot Civic Hall, Didcot



All Members of Didcot Town Council are summoned to attend the **Mayor-Making Meeting** of the Council on **Tuesday 7th May 2024 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.

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

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 at jwheeler@didcot.gov.uk .

The business to be transacted at the meeting will be:

1. **Election of the Town Mayor for 2024/2025 and signing of Declaration of Acceptance of Office**
2. **Election of the Deputy Town Mayor for 2024/2025 and signing of Declaration of Acceptance of Office**
3. **Election of the Leader of the Council for 2024/2025**
4. **Election of the Deputy Leader of the Council for 2024/2025**
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:

- Speech from the incoming Mayor and confirmation of charities
- Review of the 2023-2024 year from Cllr A Macdonald - outgoing Mayor

7. **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 schedule for each Committee**
8. **To confirm the meeting dates for the Council and Committee meetings for 2024-2025 civic year – see attached papers**
9. **To defer nominations to standing Committees to the Annual Meeting on 14th May 2024 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**

Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
30th April 2024

Mrs Lucy Blake
Deputy Town Clerk
30th April 2024

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Report author: Janet Wheeler



Scheme of Delegation to Committees

Introduction

1. Standing Order 100 - 112 allows the full Council to delegate matters to the Standing Committees of the Council. The scheme of delegation is laid down in our current Standing Orders approved in June 2020.
2. The dates of meetings for the Civic year 2024-2025 were ratified at the Council meeting held on 8th January 2024 and revised at the full Council meeting on 4th March 2024.

The Scheme of Delegation:

This is to confirm the general responsibilities of each standing Committee of the Town Council. It is underlined in more detail by the terms of reference; standing orders and financial regulations of the Town Council. The terms of reference are reviewed annually at the first meeting of the civic year of each standing Committee after electing the Chair and Vice Chair.

Environment and Climate Committee

- a) Administration of the Town Council's Environment and Climate budget and any related cost centres related to "green" 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. The management of the play areas; outdoor fitness facilities and the Ladygrove Lakes.
- 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 – now being organised by the Estate team and will report to Property & Facilities Committee.
- e) Policy issues connected with the environment of the Town for which the Council has responsibility.
- f) Responsibility for the organisation and parade on Remembrance Sunday.

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 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) Review of administrative policies.
- c) The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer.
- d) Any other matters affecting the Council staff and the personnel policies of the Council.

- e) Recommend to Council the terms and conditions of employment of the Town Clerk/RFO/Proper Officer.
- f) 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 opened in March 2024. Fleet Meadow Community Hall is run as a charitable trust and DTC is the sole trustee.
- 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.
- g) This Committee to make decisions relating to the running of the civic events and other national celebrations.

Legal Implications

3. None

Financial Implications

4. None.

Janet Wheeler
Town Clerk

Schedule of Council and Committee Meetings 2024/25

Date	Meeting	Day	Time	Civic Year	Room
07/05/2024	Mayor Making - Ceremonial	Tuesday	7.30pm	2024/25	Main Hall
08/05/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
14/05/2024	Annual Meeting	Tuesday	7.30pm	2024/25	Main Hall/LG
15/05/2024	Environment & Climate	Wednesday	7.30pm	2024/25	All Saints
20/05/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
29/05/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
03/06/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
04/06/2024	Planning & Development	Tuesday	7.30pm	2024/25	All Saints
17/06/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
24/06/2024	Full Council (Audit)	Monday	7.30pm	2024/25	Main Hall/LG
25/06/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
15/07/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
16/07/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
22/07/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
24/07/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
05/08/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
07/08/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
19/08/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
28/08/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
02/09/2024	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
16/09/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
18/09/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
23/09/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
25/09/2024	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
07/10/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
08/10/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
21/10/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
29/11/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
04/11/2024	Full Council	Monday	7.30pm	2024/25	Main Hall/LG

Schedule of Council and Committee Meetings 2024/25

18/11/2024	Environment and Climate	Monday	7.30pm	2024/25	All Saints
19/11/2024	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
25/11/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
27/11/2024	Property & Facilities	Wednesday	7.30pm	2024/25	All Saints
02/12/2024	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
16/12/2024	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
18/12/2024	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
06/01/2025	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
08/01/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
13/01/2025	Environment and Climate	Monday	7.30pm	2024/25	All Saints
20/01/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
22/01/2025	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
29/01/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
03/02/2025	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
19/02/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
24/02/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
03/03/2025	Full Council	Monday	7.30pm	2024/25	Main Hall/LG
11/03/2025	Planning and Development	Tuesday	7.30pm	2024/25	All Saints
17/03/2025	Environment and Climate	Monday	7.30pm	2024/25	All Saints
24/03/2025	Annual Town Meeting	Monday	7.30pm	2024/25	Main Hall/ Ladygrove
26/03/2025	Property and Facilities	Wednesday	7.30pm	2024/25	All Saints
31/03/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints
02/04/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
07/04/2025	Personnel and Administration	Monday	7.30pm	2024/25	Park/All Saints
23/04/2025	Planning and Development	Wednesday	7.30pm	2024/25	All Saints
28/04/2025	Finance and General Purposes	Monday	7.30pm	2024/25	All Saints

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Report author: Janet Wheeler



Temporary confirmation of Chairs and Vice Chairs of standing Committees

Detailed consideration

To avoid having a period without a Chair and Vice Chair of each standing Committee, the Town Council has in the past agreed to leave the current appointments unchanged. A new Chair and Vice Chair will be the first business on the agenda of the first meetings in the civic year of each Committee.

During an election year, the Council will need to nominate the elected Councillors to fill the seats of Chair and Deputy Chair until the new standing Committee can vote on these positions.

Recommendation

If Council wish to retain this arrangement, the Council should approve the Chairs and Deputy Chairs on a temporary basis:

- Planning and Development Committee
- Environment & Climate Committee
- Finance & General Purposes
- Personnel & Administration Committee
- Property & Facilities Committee

Legal Implications

1. None

Financial Implications

2. None.