

Notice of the Meeting of

Didcot Town Council
24th June 2024 at 7.30pm
Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Meeting of the Council on Monday 24th June 2024 in the Main Hall at Didcot Civic Hall 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).

The Chairman will invite members of the public to present their questions, statements, or petitions, usually at the start of the meeting.

To find out about participation contact the Town Clerk – jwheeler@didcot.gov.uk

The business to be transacted at the meeting will be:

1. **To receive apologies**
2. **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. Members are also reminded to review their register of interests which will be available at the meeting.
3. **To approve and adopt the minutes of the Annual Meeting held on 14th May 2024 and to include questions on the minutes as to the progress of any item**
4. **To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112**
 - (a) Planning and Development Committee
 - (i) To receive the minutes:

8th May 2024
4th June 2024 (to be approved by Committee)
 - (ii) Recommendations to Council:

Minute 276: To agree in principle to set up a Flood Resilience Working Group – subject to a full proposal and terms of reference.
Minute 5: To include a Neighbourhood Plan for Didcot in the terms of reference for the Planning & Development Committee.
Minute 18: To agree in principle two Neighbourhood Plan Working Groups – subject to a full proposal and terms of reference. (One group would cover the Didcot Parish plan and the other would engage with neighbouring parishes and gather interest in a joint plan.)
 - (b) Finance and General Purposes Committee
 - (i) To receive the minutes:

20th May 2024
17th June 2024 (to be approved by Committee)
 - (ii) Recommendations to Council:

Minute 9: To review the effectiveness of the internal audit – and decision to retain Accounting Solutions Ltd for 2024-2025.

Minute 15: To receive and adopt the unaudited financial statements for the year ending 31 March 2024. (Copies of the statements have been circulated to all Councillors.)

(c) Environment & Climate Committee

(i) To receive the minutes:

15th May 2024 (to be approved by Committee)

(ii) Recommendation to Council:

Minute 10: To note the quote to turf the outside of the new pavilion at Edmonds Park at a cost of £7,500 + vat. The contractor is the New Lawn Company. This has been fast-tracked to allow the grass to settle as soon as possible.

(d) Personnel and Administration Committee

(i) To receive the minutes

3rd June 2024 (to be approved by Committee)

(ii) Recommendation to Council:

Minute 9: To approve a Long Service Recognition scheme – see *attached report*.

Minute 10: To approve a Policy to ban pets as prizes – see attached Policy

Minute 12: To approve the Ladygrove Fishing Association Agreement – see *attached papers*.

(e) Property & Facilities Committee

(i) To receive the minutes

29th May 2024 (to be approved by Committee)

(ii) Recommendation to Council:

Minute 13: To approve the purchase of two induction hobs and ovens from Cater-Kwik for the Civic Hall, at a cost of £7,761.98 + VAT – see *attached papers*.

5. To receive the Mayor's report – 6th May – 21st June 2024

Date	Day	Event
6 th May 2024	Monday	Guides Day – Axel attending
7 th May 2024	Tuesday	Mayor Making, Didcot Civic Hall
15 th May 2024	Wednesday	An Angel of Gracie 5 th anniversary event, Loose Cannon Brewery, Abingdon
15 th May 2024	Wednesday	Mayor of Abingdon Mayor Making, St Helen's Church, Abingdon
22 nd May 2024	Wednesday	Cherwell District Council Annual Meeting, Bodicote House, Banbury
6 th June 2024	Thursday	Didcot Town Council, Tree Planting ceremony to mark the 80 th Anniversary of D- Day, Edmonds Park, Didcot
8 th June 2024	Saturday	Guide Dogs Big Help Out event, Cornerstone, Didcot 11am – 2pm
8 th June 2024	Saturday	Didcot Library Community Garden Opening, Didcot 11am – 2pm
8 th June 2024	Saturday	80 th Anniversary D-Day Wreath-Laying, Harwell Stone 5pm
9 th June 2024	Sunday	Mayor of Bicester Civic Service, St Edburg's Church, Bicester
11 th June 2024	Tuesday	Lord Lieutenant of Oxfordshire & The Bishop of Dorchester, An Evening at Dorchester Abbey.
17 th June 2024	Monday	Funeral of Captain John Flood, South Oxfordshire Crematorium (past Mayor and Leader of DTC)
18 th June 2024	Tuesday	Scouts Thames Ridge AGM, Civic Hall, Didcot
21 st June 2024	Friday	Festival of Voices Concert, Dorchester Abbey 6.30pm

Deputy Mayor – 6th May to 21st June 2024

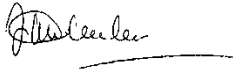
Date	Day	Event
7 th May 2024	Tuesday	Mayor Making, Didcot Civic Hall
6 th June 2024	Thursday	Didcot Town Council, Tree Planting ceremony to mark the 80 th Anniversary of D-Day, Edmonds Park, Didcot
6 th June 2024	Thursday	WODC and Oxford City Council reception and lighting of a beacon to mark the 80 th anniversary of the D-Day landings
11 th June 2024	Tuesday	Twinning AGM

6. **To receive and adopt the fixed asset register for 2023 – 2024 – see attached summary.**
7. **To receive and approve the final internal audit report for 2023 – 2024 – see attached report.**
8. **To approve the Annual Governance & Accountability Return (AGAR) for 2023 – 2024**
 - **Section one – Approval of the Annual Governance Statement 2023 - 2024 – see attached AGAR**
 - **Section two – Approval of the Accounting Statements 2023 – 2024 – see attached AGAR**
 - **Notice of public rights – see attached notice**
9. **To receive nominations and make appointments to working groups, external bodies and organisations (deferred from the Annual Meeting) - report attached**
10. **To consider two motions:**
Motion one: Proposed by Cllr D Macdonald re: Right to Grow scheme
Motion two: Proposed by Cllr S Nohre re: creation of a Working Group to investigate the formation of a Youth Council
11. **To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.**
12. **Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board**
13. **Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.**

14. EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

15. To approve the recommendation from the Personnel & Administration Committee and the F&GP Committee – to employ a full time Estate Administrator – see attached confidential report.



Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
18th June 2024



Didcot Town Council

Annual Meeting

Tuesday 14th May 2024 at 7.30pm

Main Hall, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of the Council.

PRESENT

Councillors:

A Jones (Mayor)	C Jennings (Leader)
J Loder (Deputy Mayor)	K Morrison (Deputy Leader)
S Cole	D Macdonald
D Guerra Aragao	H Macdonald
O Glover	G Roberts
L Hislop	D Rouane
S Nohre	T Worgan
J Broadbent	G Ryall

Officers:

Janet Wheeler - Town Clerk
Lucy Blake – Deputy Town Clerk

10. To receive apologies

Apologies were received from Cllrs N Hards, Z Mohammed, A Hudson, A Macdonald, and M Khan.

11. To receive declarations of interests

There were no declarations.

12. To receive nominations to existing Committees and to make appointments in accordance with Standing Order 105

It was proposed by Cllr C Jennings and seconded by Cllr T Worgan and RESOLVED that the following members sit on the following standing Committees:

Personnel and Administration Committee

Cllr C Jennings (Acting Chair)

Cllr J Loder (Acting Deputy Chair)

Cllr D Macdonald

Cllr H Macdonald

Cllr G Ryall

Subs: Cllrs T Worgan; D Guerra Aragao; O Glover; M Khan and A Macdonald

Finance & General Purposes Committee

Cllr T Worgan (Acting Chair)

Cllr G Roberts (Acting Deputy Chair)

Cllr J Broadbent

Cllr D Guerra Aragao

Cllr N Hards

Cllr J Loder

Cllr G Ryall

Subs: Cllrs H Macdonald; D Rouane; O Glover; C Jennings; M Khan; L Hislop and A Hudson.

Environment & Climate Committee

Cllr G Roberts (Acting Chair)

Cllr K Morrison (Acting Deputy Chair)

Cllr S Cole

Cllr Z Mohammed

Cllr A Hudson

Cllr J Broadbent

Cllr A Macdonald

Subs: Cllrs C Jennings; D Guerra Aragao; H Macdonald; D Rouane; D Macdonald; L Hislop; G Ryall.

Property & Facilities Committee

Cllr K Morrison (Acting Chair)

Cllr H Macdonald (Acting Deputy Chair)

Cllr Z Mohammed

Cllr M Khan

Cllr D Aragao

Cllr A Hudson

Cllr L Hislop

Subs: Cllrs T Worgan; G Roberts; C Jennings; J Broadbent; A Macdonald; Nick Hards; D Macdonald.

Planning & Development Committee

Cllr D Rouane (Acting Chair)

Cllr H Macdonald (Acting Deputy Chair)

Cllr N Hards

Cllr S Cole

Cllr S Nohre

Cllr D Macdonald

Cllr A Hudson

Subs: Cllrs G Roberts; C Jennings; Z Mohammed; J Loder; L Hislop; J Broadbent; G Ryall.

13. To receive nominations and make appointments to working groups, external bodies, and organisations

It was proposed by Cllr C Jennings, seconded by Cllr H Macdonald, and RESOLVED to continue with the previous year's representatives list until the P&A Committee can review these appointments. The P&A Committee will report back at the next full Council meeting.

The current nominations from all parties are as follows:

Outside Body	DTC Representative
Allotment Liaison Representatives	
Broadway Allotments	Cllr N Hards
Cockcroft Allotments	
Mereland Road Allotments	
New Road Allotments	Cllr D Rouane
Wantage Road Allotments	Cllr A Jones
Allotment Liaison Group Chair	

Item 3 – Minutes of Annual Meeting 14th May 2024

CCTV Management Group	Mayor or Leader and Town Clerk
Citizens Advice (1)	Cllr G Roberts
Didcot Arts & Community Association	Cllr J Broadbent – Vacant
Didcot Chamber of Commerce (1)	Cllr O Glover
Didcot Northeast Stakeholder Group (2)	Cllr Z Mohammed/Cllr N Hards
Didcot Powerhouse Advisory Group (1)	Cllr T Worgan
Didcot Town Fayre Working Group (6)	Cllrs M Khan; D Macdonald, A Macdonald; A Jones and O Glover
Didcot Garden Town Advisory Board	Cllr C Jennings/Cllr K Morrison
Earth Trust Local Stakeholder Group (1)	Cllr L Hislop/Cllr G Roberts
Fleet Meadow Community Trust (7)	Cllrs M Khan/D Rouane/H Macdonald/T Worgan/ Z Mohammed/A Jones/L Hislop
Hagbourne Charities (2) to act as Trustees ideally for a 4 year term	Cllr C Jennings and Cllr O Glover
King Alfred Drive Community Centre (KADCC)	Cllr L Hislop
Ladygrove Management Group inc the Fishing Association – to look after all assets in Ladygrove including the lakes and recreation ground	Cllrs D Rouane/C Jennings/ K Morrison/ T Worgan/ Z Mohammed/O Glover/ J Broadbent
Oxfordshire Association of Local Councils (OALC) (2)	Cllr M Khan and Cllr K Morrison
Oxfordshire Larger Local Councils	Cllr C Jennings and the Town Clerk
Parish Transport Representative	Cllr T Worgan
Power Station Liaison Committee (2)	Cllrs D Aragao; K Morrison; A Macdonald
Public Art Working Group (5)	Cllrs T Worgan; H Macdonald; K Morrison; Nick Hards; D Macdonald
Sutton Courtenay Local Liaison Committee (1)	Cllr O Glover
Traffic Advisory Group (open to all)	Everyone
Twinning Association (1)	Cllrs J Loder/A Macdonald
UKAEA Liaison Committee (1)	Cllrs J Broadbent/ K Morrison or T Worgan

Cllr J Broadbent requested to stand down from the Didcot Arts & Community Association. This was AGREED.

14. To receive any amendments to the Standing Orders and Financial Regulations as recommended under Standing Order 132

It was proposed by Cllr T Worgan, seconded by Cllr C Jennings, and RESOLVED to approve and adopt the suggested amendments to the financial regulations. The Standing Orders remain unchanged. The vote was unanimous. *NB: Standing Order 71 – should be amended at some point to allow members to sit whilst speaking.*

15. To approve and adopt the minutes of the ordinary meeting held on 4th March 2024 and the Mayor-making meeting held on 7th May 2024 and to include questions on the minutes as to the progress of any item

It was proposed by Cllr A Jones, seconded by Cllr C Jennings, and RESOLVED to approve the minutes for both meetings with no amendments. The vote was unanimous.

16. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 95 – 112

a) Planning and Development Committee

It was proposed by Cllr D Rouane, seconded by Cllr H Macdonald, and RESOLVED to receive the Minutes for the meetings held on 6th March 2024, 20th March 2024, and 17th April 2024 (to be approved at Committee). There was one recommendation:

Minute 231: To consider applying for a Neighbourhood Plan. It was proposed by Cllr D Rouane and seconded by Cllr S Cole to apply for a Neighbourhood Plan for Didcot.

Cllr D Rouane spoke on the recommendation to apply for a Neighbourhood Plan and the benefits it could bring to the residents of Didcot. He confirmed that the advice from SODC is that a Neighbourhood Plan could cost in the region of £20,000 but that the Council could potentially receive up to £18,000 of the cost funded by the Government. All Councillors would need to get involved and there would be no staff time needed.

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald, to defer this proposal to the next Full Council meeting (Standing Order 55m) as there was insufficient information to make an informed decision. Cllr Ryall spoke of concerns regarding how the Council would get volunteers without officer help, what the exact costs would be and the time needed to produce a plan that is relevant to the needs of Didcot.

Cllrs H Macdonald and D Rouane spoke regarding a previous meeting with SODC where information would have been available and questions could be asked. Some members felt that this meeting – the day before the Annual Meeting – was too close to enable an informed decision to be taken.

The request which was treated like an amendment but was just a proposal – was put to the vote.

Proposal to defer the recommendation to apply for a Neighbourhood Plan until the next meeting of the full Council:

Vote: **IN FAVOUR:** 4, **AGAINST:** 12, **ABSTENTIONS:** 0 - The proposal falls.

Cllr D Rouane then proposed an amendment: **‘To authorise expenditure up to £20,000 towards the Neighbourhood Plan.’**

Vote: **IN FAVOUR:** 16, **AGAINST:** 0, **ABSTENTIONS:** 0

It was RESOLVED to authorise expenditure up to the value of £20,000 for the preparation of the Neighbourhood Plan.

The original recommendation was then voted on:

Minute 231: To consider applying for a Neighbourhood Plan

Vote: **IN FAVOUR:** 12, **AGAINST:** 0, **ABSTENTIONS:** 4

It was RESOLVED to apply for a Neighbourhood Plan, which will cover the Didcot Parish boundaries to begin with, but could be extended to the Didcot Garden Town Area of Influence after consultations with neighbouring Parishes. It was RESOLVED that the Neighbourhood Plan would have an authorised expenditure not exceeding £20,000.

b) Finance and General Purposes Committee

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to receive the Minutes for the meetings held on 25th March 2024 and 22nd April 2024 (to be approved at Committee).

There were several recommendations:

Minute 184: To minute the £11,000 grant awarded to the Citizen’s Advice in the 2023 – 2024 financial year. It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to formally minute this award. The vote was unanimous.

Minute 185: To approve the Strategic Risk Assessments. It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve and adopt the Strategic Risk Assessments for 2023-2024. The vote was unanimous.

Minute 187: To approve the appointment of Proludic Ltd as the contractor for the new teen play area in Edmonds Park at a cost of £46,840.94. The F&GP Committee commented on how surprised they were with the quality of the submissions for this project. It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve Proludic Ltd as the contractor for the construction and installation of the new teen play area in Edmonds Park. The vote was unanimous.

Cllr D Macdonald expressed how pleased she was that this project had been approved. Cllr K Morrison thanked the staff for their work on the tender process.

Minute 188: To approve the installation of a new sandpit for Edmonds Park at a cost of £4,135. It was proposed by Cllr T Worgan, seconded by Cllr H Macdonald, and RESOLVED to approve the installation of a new sand pit in Edmonds Park, at a cost of £4,135, with the opportunity to add to this project in the future. The vote was unanimous.

Cllr D Aragao praised the staff for thinking up these new projects.

Minute 191: To approve the purchase of a Wessex CRX 320 at a cost of £4,664.60 deposit and £469.77 for 60 months. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to enter a Hire Purchase Agreement for the Wessex CRX 320, to aid the outdoor team with the maintenance of the outdoor spaces. The vote was unanimous.

c) Environment & Climate Committee

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and RESOLVED to receive the Minutes for the meeting held on 11th March 2023 (to be approved by Committee). There were no recommendations.

d) Personnel and Administration Committee

It was proposed by Cllr C Jennings, seconded by Cllr G Ryall, and RESOLVED to receive the minutes for the meeting held on 8th April 2024 (to be approved by Committee).

There was one recommendation:

Minute 66: To approve the Discretionary Pension Policy. It was proposed by Cllr C Jennings, seconded by Cllr H Macdonald, and RESOLVED to approve and adopt the Discretionary Pension Policy. The vote was unanimous.

e) Property & Facilities Committee

It was proposed by Cllr K Morrison, seconded by Cllr H Macdonald, and RESOLVED to receive the minutes of the meeting held on 27th March 2024 (to be approved by Committee). There were no recommendations.

17. To receive the Mayor's Report and the Deputy Mayor's report

Both reports were noted by the Council.

The Mayor confirmed that he also attended the Down Talking Newspaper on 24th April 2024.

18. To note the report on the HSE visit to the Outdoor Services Depot on 27th March 2024

The Council noted the report.

Cllr C Jennings congratulated the Outdoor Team on their hard work in ensuring the Outdoor Services Depot is compliant. This was echoed by Cllr A Jones.

19. To receive such communications as the Leader of the Council may wish to bring before Council and to consider the recommendation of the Leader on how such communications should be dealt with.

There were no communications for this meeting.

20. Didcot Garden Town Project and the report of the Council's representative on the Didcot Garden Town Advisory Board

Cllr C Jennings spoke on the projects which the Garden Town are progressing. These included various Arts projects, the Didcot Gateway, wayfinding, the electric bus in Milton Park, and the summer Garden Party.

21. Questions to the Leader concerning the business of the Council in accordance with Standing Order 58

Q. Coming back to Didcot Garden Town, do you feel the communication from the team is not getting through to residents? Do you think you could help? (Cllr D Macdonald)

Cllr C Jennings explained that he felt the previous Leader did not work well with Didcot Garden Town and that the Council should work in partnership with them. He did agree that they could improve their communications to showcase their achievements.

Q. Last year the Town Council supported Pride by flying the flag. Will DTC fly the flag again this year? (Cllr D Rouane)

The Leader confirmed that the Pride flag would be flown during the month of June.

Q. Will the Leader indicate the Council's support on the D-Day landing in June, and display something appropriate? (Cllr T Worgan)

The Leader confirmed that the Council would work with the RBL on something appropriate. The Town Clerk confirmed that the P&A Committee had previously approved the purchase of a commemorative tree to be planted at the new pavilion, to commemorate D-Day.

Q. During a recent walk around Ladygrove Lakes, it was noted that the biodiversity had improved and increased. Rare moths are now cited in the area. Will you join me in congratulating the outdoor team on their hard work? (Cllr J Broadbent, on behalf of Cllr N Hards)

Cllr C Jennings agreed with the comments and echoed the sentiment of the work achieved by the Outdoor Team at Ladygrove Lakes.

Item 3 – Minutes of Annual Meeting 14th May 2024

The meeting closed at 8.35pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 8th May 2024 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Cole
Cllr S Nohre
Cllr N Hards
Cllr L Hislop
Cllr A Hudson

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

Cllr A Jones attended the meeting as a non-voting member.
One other member of the public attended the meeting.

262. To receive apologies

No apologies were received.

263. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

No declarations were made.

264. To approve the draft minutes of the meeting held on 17th April 2024 (attached)

It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and **RESOLVED** to **approve** the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

265. Questions on the minutes as to the progress of any item

There were no questions on the minutes.

266. To note as listed: correspondence received regarding planning matters

No correspondence was received.

267. To note the erection of 158 new residential dwellings

The Committee noted the erection and numbering of 158 new residential dwellings.

268. To note the erection of 86 new residential dwellings

The Committee noted the erection of two new residential dwellings.

269. Applications for certificates of Lawful Development and Information only

The Committee noted the below listed applications for certificates of lawful development:

8a)	Application	P24/S1088/LDP	21 Foxhall Road Didcot OX11 7AQ
	Proposal	Replace existing 8x12 ft shed with a 10x20ft shed.	
8b)	Application	P24/S1247/LDP	67 Warner Crescent Didcot OX11 8JY
	Proposal	Change of use from C3 Dwelling House to C4 House in Multiple Occupation (HMO).	
8c)	Application	P24/S1324/LDP	27 Mowbray Road Didcot OX11 8ST
	Proposal	Creation of a single storey rear and side extension.	
8d)	Application	P24/S0861/LDE	Edmonds Park Park Road Didcot OX11 8RF
	Proposal	Permanent retention of two welfare units provided to the community on the concrete slab at Edmonds Park. Unit one is a changing facility and is 32ftx10ftx8ft (33 cubic metres) and unit two is a toilet block and is 16ftx9ftx8ft (73 cubic metres). They are required for the purposes of the function exercised by Didcot Town Council for the recreational use	

		of the park and facilities and can be hired by clubs and community groups.
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PUBLIC PARTICIPATION

Cllr D Rouane suspended standing orders to allow the member of the public to address the Committee.

The resident spoke about agenda item 9d) – *Planning application P24/S0765/FUL - 67 Warner Crescent Didcot OX11 8JY* and raised their concerns regarding the effects of increased parking in the area.

The resident explained that the area already suffers with excessive on-road parking, as many of the houses do not have a dropped kerb for driveway access. The resident also noted the change of use to a House in Multiple Occupation and had concerns that the proposed extension would not be able to accommodate all the occupants with an individual parking space.

The area is also located a fair distance away from town centre and any travel links, and therefore many residents rely on a vehicle for travelling.

The Committee thanked the resident, and reinstated standing orders.

270. To consider as listed: Planning Applications

The Committee **agreed** to move agenda item 9d) – *Planning application P24/S0765/FUL - 67 Warner Crescent Didcot OX11 8JY*, out of order.

9d)	Application	P24/S0765/FUL	67 Warner Crescent Didcot OX11 8JY
	Proposal	Demolition of existing double garage and construction of two 1-bed flats in one block as extension to 67 Warner Crescent.	
	Response date	10 th May 2024 (extended from 7 th May 2024)	
	Agreed response	<p>It was proposed by Cllr H Macdonald, seconded by Cllr S Cole, and RESOLVED to object to this application with the following comments:</p> <p>The Committee would like to object to this application on the grounds of inadequate parking provisions, especially considering the recent change of use to a House in Multiple Occupation. (Ref: 262339) All members agreed.</p>	

The remaining items were discussed in order.

9a)	Application	P23/S0441/S73	88 Broadway Didcot OX11 8AB
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	Proposal	Variation of condition 5(Restricted Hours) on application P18/S2805/FUL to extend opening times to 9am-1am Sunday-Thursday and 9am-1:30am Fridays and Saturdays. (Change of use from retail (Class A1) to a hot food takeaway (Class A5) and new rear extension at the rear and new raised parapet wall to the side)	
	Amendment	No. 1 - dated 12th April 2024	
	Response date	10 th May 2024 (extended from 26 th April 2024)	
	Previous comments	Although the Town Council would like to object to this application on the grounds of noise and disruption, local planning history for a similar establishment a few doors down applied for the same thing a few years ago and won at appeal, even though DTC objected and SODC refused the application at their Planning Committee meeting. Therefore, the Committee feels there is no point in objecting	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and RESOLVED to object to this application with the following comments: The Committee would like to object to this application on the grounds of increased noise and nuisance for the residential houses located nearby, and supports the comments made by the Crime Prevention Team and the Environmental Protection team regarding the inconsistencies in the proposed opening hours. (Ref: 262341) All members agreed.	
9b)	Application	P24/S1206/FUL	Aldi Broadway Didcot OX11 8ET
	Proposal	Erection of replacement plant, enclosure, and associated works.	
	Response date	10 th May 2024 (extended from 3rd May 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 262343) All members agreed.	
9c)	Application	P24/S1129/S73	Land at Lady Grove Didcot OX11 9BP
	Proposal	Variation of condition 1 (Approved plans), 2 (Tree Protection (Detailed) and 3 (Tree pits design) on application P22/S3532/RM (All outstanding Reserved Matters (appearance, landscaping, layout and scale) for the erection of 150 residential dwellings with associated parking, landscaping, country park, equipped and informal open spaces and associated infrastructure and works pursuant to outline permission P20/S1577/O)	
	Response date	10 th May 2024 (extended from 3rd May 2024)	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and RESOLVED to object to this application with the following comments: The Committee would like to object to this application, based on the comments made by the Forestry Officer and the Landscape Architect. (Ref: 262345) All members agreed.	

9e)	Application	P24/S1258/HH	24 Slade Road Didcot OX11 7AT
	Proposal	Single and two storey extensions	
	Response date	11 th May 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 262347) All members agreed.	
9f)	Application	P23/V2693/FUL	Zulu Farmhouse Didcot Road Harwell Didcot OX11 6DN
	Proposal	The demolition of a conservatory and construction of a single storey extension (in place of the conservatory), construction of an access road, change of use from a 5-bedroom house (Use Class C3) to a 9-bedroom/10-person HMO (Sui Generis), and installation of 9no. solar panels on the roof. (As amended by plans received 15 April 2024 altering extension and adding solar panels, reducing bedrooms from 10 to 9, additional access details and additional arboricultural report)	
	Amendment	No. 1 - dated 15th April 2024	
	Response date	10 th May 2024 (extended from 7 th May 2024)	
	Previous comments	Didcot Town Council s Planning and Development Committee would like to see an inclusion of lighting on the entrance to the site, as the current access is not sufficiently lit up. The Committee would also like to question if the existing trees would be disturbed.	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application, with the following comments : The Committee would like to see a clarification of which access road will be used, as per the comments made by the Highways Team. (Ref: 262348) All members agreed.	
9g)	Application	P24/S0190/FUL	32-34 Wantage Road Didcot Oxon OX11 0BT
	Proposal	Change of use and alterations to form two ancillary staff living accommodation bedrooms and associated works. (As clarified by Agent's email dated 10 April 2024).	
	Amendment	No. 1 - dated 10th April 2024	
	Response date	10 th May 2024 (extended from 7 th May 2024)	
	Previous comments	Didcot Town Council s Planning and Development Committee would like to object to this application, due to the lack of easy access to the proposed accommodation, especially for emergency services. The cold storage looks to be impeding on the larger pathway, leaving only the small pathway for accessing the dwelling.	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr S Cole, and RESOLVED to continue the previous objections , and support the comments made by the Highways Team. (Ref: 262349) All members agreed.	

9h)	Application	P24/S1313/HH	18 Wheatfields Didcot OX11 0BQ
	Proposal	First floor side extension, single storey rear extension & interior alterations	
	Response date	15 th May 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 262350) All members agreed.	
9i)	Application	P24/S1345/HH	14 Tavy Close Didcot Oxon OX11 7XR
	Proposal	Single storey rear extension in place of conservatory.	
	Response date	16 th May 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 262351) All members agreed.	
9j)	Application	P24/S1291/HH	39 Manor Road Didcot OX11 7JZ
	Proposal	Extension of existing roof and dormer.	
	Response date	18 th May 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 262352) All members agreed.	
9k)	Application	P24/S1346/HH	36 Icknield Close Didcot Oxon OX11 7AU
	Proposal	Construction of single storey rear extension	
	Response date	21 st May 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 262353) All members agreed.	
9l)	Application	P24/S1386/HH	26 Bowmont Water Didcot OX11 7GE
	Proposal	Demolition of existing conservatory and construction of new single storey rear extension	
	Response date	24 th May 2024	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 262354) All members agreed.	

271. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

272. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P24/S0747/HH	Erection of first floor side extension. 6 Cole Court Didcot OX11 7XL
No objections	P24/S0854/FUL	Demolition of part of existing day hospital and the erection of 2 detached supported living units, associated support & staff unit and associated parking and external works. 95 Wantage Road Didcot OX11 0AF
Didcot Town Council's Planning and Development Committee have no objections to this application, however the Committee supports the comments made by the Forestry Officer.	P24/S0325/HH	Erection of a 7.5m x 3.5m timber log cabin in the rear garden to be used as an office/leisure room. (As amended by description 06 March 2024.) (Additional information received 18 March 2024). 18 East Street Didcot OX11 8EJ
Didcot Town Council's Planning and Development Committee would like the bus stops to be recessed in a lay-by, rather than being on the road, to reduce the impact on traffic. The Committee would also like to point out that in the current proposal, the bus shelters would be impeding on the pedestrian pathway, the tactile paving on the pedestrian crossing points would impede the cycle path, and the proposed cycle storage would impede on both paths. The Committee would also like to question the spacing	P19/S0720/O	Outline planning application for a residential development comprising up to 750 dwellings (with up to 40% affordable housing provision), public open space comprising green infrastructure, community use, allotments and play areas, pedestrian and cycle links, landscaping and associated supporting infrastructure. Means of access to be determined via Hadden Hill (A4130). Access to NPR3 reserved for later consideration along with all other matters. (As revised by information received 22 January 2021 and updated Parameter Plan and Biodiversity Calculations received 5 May 2021 and as amended by highway plan received 15 January 2024).

between the zig-zag lines for the pedestrian crossing and the bus stop.		Land at Ladygrove East Didcot
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273. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

274. To note as listed: Planning Applications withdrawn

The Committee noted the withdrawn applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
N/A	P24/S0758/LDP	Insertion of four rooflights across two roof slopes to rear of building to create a new room in first floor loft space. Busby House Dental Practice 13 Hagbourne Road Didcot OX11 8DP

275. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

276. To discuss the Flood Resilience proposals (Cllr D Rouane)

Cllr D Rouane introduced the idea of flood resilience plans to the Committee and explained their importance. Cllr D Rouane further stated that upon some research, it was discovered that most local parishes had created their own plans to support residents in case of flooding in the area.

Historically, flood support in form of sandbags was given by the District Council, however due to difficulties with deliveries, it was decided that local parishes would be more suitable to keep and deliver support for flooded areas.

Cllr D Rouane explained that while Didcot does not experience flooding frequently, it would be beneficial to have an idea of where the key areas of interest are, and how they could be supported.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** to create a **recommendation** to the Full Council to create a Floor Resilience Working Group, which will report to the Planning and Development Committee.

All members agreed.

277. To receive an update from the Neighbourhood Plan Team

Cllr H Macdonald gave a brief update and informed the Committee about a meeting with the SODC Neighbourhood Plan team, which will be held on Microsoft Teams on the 13th of May 2024 at 19:00.

The meeting closed at 20:30

Signed _____

Date _____

Didcot Town Council

Minutes of the

Planning and Development Committee

Tuesday 4th June 2024 at 7:30pm

Main Hall, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Nohre
Cllr N Hards
Cllr A Hudson
Cllr K Morrison

Officers:

A Guzinski (Planning and Estate Officer [minutes])

1. To elect the Chair of the Committee

It was proposed by Cllr H Macdonald, seconded by Cllr A Hudson, and **RESOLVED** to elect **Cllr D Rouane** as the Chair of the Committee.

5 members agreed, one member abstained.

2. To elect the Vice Chair of the Committee

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to elect **Cllr H Macdonald** as the Vice Chair of the Committee

3 members agreed, 3 members abstained.

3. To receive apologies

Apologies were received from Cllrs S Cole and D Macdonald.

Cllr K Morrison substituted for Cllr S Cole.

It was proposed by Cllr D Rouane to Co-opt Cllr K Morrison onto the Planning and Development Committee on a temporary basis to allow for voting rights.

All members agreed.

4. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

Cllr D Rouane declared an interest on agenda item 12h) - P24/S1492/FUL – *Cornerstone Arts Centre, 25 Station Road* and would excuse himself from the discussions.

No other declarations were made.

5. To review the Planning and Development Committee Terms of Reference (attached)

It was proposed by Cllr H Macdonald, seconded by Cllr A Hudson, and **RESOLVED** to **recommend** an addition of Neighbourhood Plan in the terms of reference to be agreed by the Full Council.

4 members agreed, 2 members voted against.

6. To approve the draft minutes of the meeting held on 8th May 2024 (attached)

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

7. Questions on the minutes as to the progress of any item

There were no questions on the minutes.

8. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received as listed below.

Item	Date received	Received from	Sent to Members	Details
8a)	13/05/2024	OCC	29/05/2024	To inform DTC about the experimental TROs to be implemented on Lydalls Close (western section)

The Committee requested that the Oxfordshire County Council informs DTC on the review process and includes DTC in any discussions.

The Committee also noted an item of late correspondence regarding the proposed 20mph zones within Didcot and made a few suggestions and comments to be sent back to the case officer.

9. To note the erection of 4 flats

The Committee noted the erection of 4 flats.

10. To note the erection of 1 new residential dwelling

The Committee noted the erection of 1 new residential dwelling.

11. Applications for certificates of Lawful Development and Information only

The Committee noted that no applications for Lawful Development were received.

12. To consider as listed: Planning Applications

It was proposed by Cllr D Rouane to move agenda item 12h) to the bottom of the list.

All members agreed.

12a)	Application	P24/S1430/HH	18 Samor Way Didcot OX11 8RF
	Proposal	Rear extension & loft conversion.	
	Response date	6 th June 2024 (extended from 29 th May 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 263338) All members agreed.	
12b)	Application	P24/S1420/FUL	6 Park Road Didcot OX11 8QW
	Proposal	Change of use to residential Family Residential Centre.	
	Response date	6 th June 2024 (extended from 31 st May 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 263339) 5 members agreed, 1 member abstained	
12c)	Application	P24/S1405/HH	4 Darcey Lode Didcot OX11 7UB
	Proposal	First floor extension over existing garage.	
	Response date	5 th June 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 263341) All members agreed.	
12d)	Application	P24/S1481/HH	36 Freeman Road Didcot OX11 7DD
	Proposal	Proposed ground floor rear extension	

	Response date	5 th June 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 263342) All members agreed.	
12e)	Application	P24/S1486/HH	6 Slade Road Didcot Oxon OX11 7AP
	Proposal	Demolition existing garage; erection single storey rear and side extension together with front porch.	
	Response date	7 th June 2024	
	Agreed response	It was proposed by Cllr S Nohre, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 263343) All members agreed.	
12f)	Application	P24/S1439/RM	Willowbrook Park Phase 4B North East Didcot
	Proposal	Reserved Matters Application following Outline Approval P15/S2902/O in respect of 64 dwellings for Phase 4B including affordable housing, car parking, open space, landscaping, and associated works. Reserved Matters seeking consent: Appearance, Landscaping, Layout and Scale.	
	Response date	7 th June 2024	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to object to this application with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to object to this application with the following comments:</p> <p>The Committee believes that the affordable housing positioning is not in line with the local plan, and the houses should be spread apart more within the development area.</p> <p>The Committee would also like to highlight the issues raised by the Road Safety Audit and would like to see them resolved prior to the development commencing.</p> <p>The Committee also had objections on page 10 on the Design and Access Statement and would like to question the wording of "where possible" on retaining the existing hedgerow. The Committee also questioned the "reinforcing of existing hedgerow" being included, while the hedgerow is being removed.</p> <p>The Committee also noted the comments made by Thames Valley Police and advised against the use of tandem parking.</p>	

		<p>The Committee also advised against the use of known allergen trees to be located nearby any of the housing, such as the Silver Birch.</p> <p>The Committee did not have access to the comments made by Thames Water and were unable to comment on their feedback. (Ref: 263344) All members agreed.</p>	
12g)	Application	P24/S1560/HH	41 High Street Didcot OX11 8EG
	Proposal	Proposed two storey side extension, internal alterations, demolition of existing conservatory and all associated works.	
	Response date	8 th June 2024	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 263346) All members agreed.</p>	
12i)	Application	P24/S1535/FUL	Wallingford Road Didcot Oxfordshire OX11 9BJ
	Proposal	New high ball stop fencing around driving range outfield.	
	Response date	13 th June 2024	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 263347) All members agreed.</p>	
12j)	Application	P24/S1594/HH	4 Daniel Shepherd Avenue Didcot OX11 6BS
	Proposal	Installation of air source heat pump	
	Response date	13 th June 2024	
	Agreed response	<p>It was proposed by Cllr A Hudson, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 263348) All members agreed.</p>	
12k)	Application	P24/S1291/HH	39 Manor Road Didcot OX11 7JZ
	Proposal	Extension to existing roof and dormer. (Amended Certificate of Ownership received 20 May 2024).	
	Amendment	No. 1 - dated 20th May 2024	
	Response date	13 th May 2024	
	Previous comments	No objections.	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 263349) All members agreed.</p>	

12l)	Application	P24/S1569/HH	28 Cromwell Drive Didcot Oxon OX11 9RB
	Proposal	Demolition of existing conservatory, erection of single storey rear extension	
	Response date	14 th June 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 263350) All members agreed.	
12m)	Application	P24/S1592/HH	10 Calder Way Didcot OX11 7QG
	Proposal	Single storey rear extension and infill porch to front.	
	Response date	19 th June 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr H Macdonald, and RESOLVED to submit no objections to this application. (Ref: 263351) All members agreed.	
Cllr D Rouane excused himself from the discussions. Cllr H Macdonald took on the Chair			
12h)	Application	P24/S1492/FUL	Cornerstone Arts Centre 25 Station Road Didcot Oxfordshire OX11 7NE
	Proposal	To erect an external staircase and edge protection on the roof of the cornerstone arts centre. This is to allow access to the roof as part of the public sector decarbonisation scheme (PSDS). The council have secured a government grant to install air source heat pumps and solar panels. The staircase and edge protection are required to allow prospective contractors access to the roof.	
	Response date	11 th June 2024	
	Agreed response	It was proposed by Cllr S Nohre, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 263352) All members agreed.	
Cllr D Rouane returned to the meeting and resumed the Chair.			

13. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

14. To note as listed: Planning Applications approved.

The Committee noted planning applications approved as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P24/S0844/HH	Demolition of existing rear single storey extension, construction of new

		single storey side and rear extension. (Amended Certificate of Ownership received 3 April 2024). 46 Haydon Road Didcot OX11 7JR
No objections	P24/S0880/HH	Single storey side extension with x1 skylight installed, garage conversion with x2 sun tunnels, new dark composite cladding to front elevation and porch, timber columns with cladding supporting canopy, new timber trellis proposed along the top of the existing brick wall, and changes to the fenestration. 1 Juniper Way Didcot OX11 6AA
No objections	P24/S1005/HH	Two storey front extension, single and two storey extensions to the rear. 35 Queensway Didcot OX11 8LY
No objections	P24/S1206/FUL	Erection of replacement plant, enclosure, and associated works. Aldi Broadway Didcot OX11 8ET

15. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

16. To note as listed: Planning Applications withdrawn

The Committee noted the applications withdrawn as listed

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
The Committee noted that this development will require some trees to be removed, and therefore the Committee would like to see a condition to	P24/S1012/HH	Two storey side annexes with two storey rear extension, minor opening changes to front facade. 3 Elbourne Didcot OX11 0BL

ensure that there is no net loss in biodiversity		
Didcot Town Council's Planning and Development Committee would like to object to this application on the grounds of inadequate parking provisions, especially considering the recent change of use to a House in Multiple Occupation.	P24/S0765/FUL	Demolition of existing double garage and construction of two 1-bed flats in one block as extension to 67 Warner Crescent. 67 Warner Crescent Didcot OX11 8JY

17. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

18. To receive an update from the Neighbourhood Plan Team

Cllr H Macdonald gave a brief update on the Neighbourhood Plan.

Cllr H Macdonald proposed that two working groups be created – one would oversee the Didcot Parish plan, and the second would engage neighbouring parishes and gather interest in a joint plan. Those groups would feedback into the Planning and Development Committee.

Cllr D Rouane explained that creations of, and admissions to working groups are agreed by the Full Council, and a full proposal document, along with the Terms of Reference is needed prior to the groups being created.

The meeting closed at 20:35

Signed:

Date:

Didcot Town Council

Finance and General Purposes Committee

20th May 2024 at 7.00pm

All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor D Aragao
Councillor G Ryall
Councillor J Loder
Councillor J Broadbent
Councillor N Hards

Officers:

Mrs J Wheeler – Town Clerk (TC)
Mrs L Blake – Deputy Town Clerk (DC)

7 Grant Aid applicants were in attendance.

1. To receive nominations for the appointment of the Chair of the Finance and General Purposes Committee

It was proposed by Cllr G Roberts and seconded by Cllr J Loder to appoint Cllr T Worgan as Chair of the Finance and General Purposes Committee. There were no further nominations.

Vote: IN FAVOUR: 3, AGAINST: 0, ABSTENTIONS: 2.

It was RESOLVED to appoint Cllr T Worgan as Chair of the Finance and General Purposes Committee.

2. To receive nominations for the appointment of the Deputy Chair of the Finance and General Purposes Committee

It was proposed by Cllr T Worgan and seconded by Cllr J Loder to appoint Cllr G Roberts as Deputy Chair of the Finance and General Purposes Committee. There were no further nominations.

Vote: IN FAVOUR: 3, AGAINST: 0, ABSTENTIONS: 2.

It was RESOLVED to appoint Cllr G Roberts as Deputy Chair of the Finance and General Purposes Committee.

3. To receive apologies

There were no apologies.

4. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct

Cllr N Hards declared that he is a member of the Great Western Railway Society and would therefore leave the meeting when this grant application was discussed. No other declarations were made.

5. To review the Terms of Reference for this Committee

The Committee reviewed the Terms of Reference. It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to accept the terms of reference for the Finance and General Purposes Committee. The vote was unanimous.

6. To agree the Minutes of the meeting held on 22nd April 2024

Cllr N Hards had two queries on page three of the minutes: he enquired as to what 'EM' stood for. The Deputy Clerk confirmed this was short for Estate Manager. He also queried the new sandpit in Edmonds. The Deputy Town Clerk confirmed that the sandpit would go ahead but the centre piece would be investigated later.

Cllr T Worgan asked for a report to be presented at the next meeting on alternative options, possibly made by the outdoor team.

The Chair paged through the minutes. It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

7. Questions on the Minutes as to the progress of any item

The Town Clerk gave the Committee a verbal update on the debris at Edmonds Park. Ground workers from Life have been on site and had already filled two skips with rubbish after two full days of work.

- Cllr D Aragao entered the meeting at 7.13pm.

It was RESOLVED to suspend Standing Orders to allow the Grant Aid applicants to address the Committee.

Ben Drabble from TRAIN was the first to address the Committee on his application for £10,484 to cover a proportion of the running costs for Didcot Youth's Centre, "The Base" located in the marketplace in the town centre.

Councillors asked questions which included how TRAIN would continue to support the youths of the town if the Council was unable to provide the whole requested sum. Ben explained that TRAIN would have to decide who they could and could not support.

- Cllr J Broadbent entered the meeting at 7.24pm.

Cllr N Hards left the room at this stage so that the GWR application could be presented.

Roger Orchard addressed the Committee on the Great Western Railway Society's application for £2,000 to help cover the costs to install a public water fountain at the Railway Centre.

When asked what the impact on the project would be if the Council could not provide the whole amount, Roger explained that they would have to rely on volunteers and fundraise.

Cllr N Hards returned to the meeting.

Claire Crossley spoke on Riverside's application for £5,500 to cover the cost of 100 sessions for Didcot clients, giving them support from professionally trained counsellors.

When presented with the same question, 'what would the impact be if the Town Council could not provide the full amount?', Claire confirmed that Riverside would continue to provide as much support to Didcot residents, as possible.

Bill Service spoke on the Didcot Bowls Club application for £2,810 to renew the Club's entry and bar security systems. He explained that the systems are extremely dated and need replacing. He also explained that the maintenance of the building is carried out by volunteers and if the Council was unable to support this project, it would delay the work.

Ruby Livesey addressed the Committee on the £7,128 application to help cover the costs of acknowledging and celebrating the agricultural heritage and community of Didcot, by holding a 'Didcot Dairy Story' event, exhibition, and magazine. If the Town Council was unable to fully support this project, the volunteers would do everything they can to ensure the exhibition was a success.

Racheal Spindler spoke on Boundary Park's £5,000 application to help towards the running costs of the annual 'Bands at the Boundary' event in June 2024. Various amounts have already been secured and sponsorships are in place for this annual event. Should the Council be unable to support Bands at the Boundary, the event may need scaling back.

Faye Golding-King spoke on Home Start Oxfordshire's £7,000 application to help support Didcot residents with trained home visiting volunteers, two parent and baby support groups and one to one tailored support sessions with a skilled Family Support Worker.

When asked the question on how Home Start would be impacted should the Council be unable to provide the full amount, Faye explained that the charity would continue to fundraise so that the support could still be provided.

Faye Mortenson was unable to attend the meeting. It was decided that her application for £1,7077.12 to help fund exercise and weekly coffee morning sessions for the elderly community in Didcot, be considered at the September meeting so that she can present it to members of the Committee and answer any questions they might have.

All applicants were thanked for their presentations and informed that future applications would still be considered. Applicants were also reminded of the various other authorities which could also be contacted for grants.

Standing Orders were re-instated.

8. To review the grant application report summary

The Committee discussed each application.

Cllr N Hards left the meeting so that members could discuss the application from the Great Western Railway Society. It was felt that this application did not quite meet the needs of the town as the other applications did.

It was proposed by Cllr G Ryall, seconded by Cllr G Roberts, and RESOLVED to defer this application to the September meeting. All members agreed.

Cllr N Hards rejoined the meeting and discussions.

After much discussion, it was proposed by Cllr T Worgan, seconded by Cllr N Hards, and RESOLVED to award TRAIN 75% of their requested amount: £7,863. The vote was unanimous.

Riverside had initially asked for a much larger sum but had since revised their application. It was proposed by Cllr N Hards, seconded by Cllr D Aragao, and RESOLVED to award Riverside 75% of the requested amount: £4,125. The vote was unanimous.

The Bowls Club application was discussed. It was proposed by Cllr G Ryall, seconded by Cllr J Broadbent, and RESOLVED to defer this application to the September meeting. The vote was unanimous.

Members discussed the need to support local heritage and culture and suggested future budgets could include a cost centre for local culture and funding historical types of projects locally.

The Didcot Dairy application was discussed. It was proposed by Cllr G Ryall, seconded by Cllr D Aragao, and RESOLVED to award Didcot Dairy £500 toward their project: 6 members agreed, 1 member abstained.

Members agreed that the Bands at the Boundary event was a positive event for Didcot and wanted to support it. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to award Boundary Park the full amount of £5,000 on the condition that after this year's event, organisers would 'hold back' some of the profit to help cover the 2025 event: 6 members agreed, 1 member abstained.

After discussing the Home Start application, it was proposed by Cllr J Broadbent, seconded by Cllr N Hards, and RESOLVED to award them 75% of their requested amount: £5,250. The vote was unanimous.

- The total amount awarded at this meeting, amounts to £22,738.

9. To review the effectiveness of the internal audit control for 2023-2024 and whether it is time to gather quotes for a new contractor

Members discussed this item and the best practice procedures.

It was proposed by Cllr G Ryall, seconded by Cllr N Hards, and RESOLVED to change internal auditors every three years. The vote was unanimous.

A new internal auditor will be investigated next year.

10. To review the progress report

The Committee reviewed the report.

It was confirmed that the grass verge maps would be made available to Councillors to view, and a statement would be added to the website. The OSM was due to have a 'walk around' with the contractor on Wednesday 22nd May 2024 to look at the areas in Didcot which had been missed.

Costs had been received for the CCTV cameras and would be forwarded to members.

No response had been received from Restore.

The meeting closed at 9.15pm.

Signed: _____(Chair)

Date: _____

Didcot Town Council

Finance and General Purposes Committee

17th June 2024 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillor T Worgan (Chair)
Councillor D Aragao
Councillor G Ryall
Councillor J Loder
Councillor C Jennings (Subbing for Cllr G Roberts)
Councillor A Hudson (Subbing for Cllr N Hards)

Officers:

Mrs J Wheeler – Town Clerk (TC)
Mrs L Blake – Deputy Town Clerk (DC)

11. To receive apologies

Apologies were received from Cllrs N Hards, J Broadbent and G Roberts. Cllr A Hudson substituted for Cllr N Hards, and Cllr C Jennings substituted for Cllr G Roberts.

12. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct

No declarations were made. Cllr C Jennings later declared a pecuniary interest in item 14 and left the meeting.

13. To agree the Minutes of the meeting held on 20th May 2024

The Chair paged through the minutes. It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

14. Questions on the Minutes as to the progress of any item

Cllr T Worgan explained that a previous Grant Aid applicant had asked that their application be discussed at this meeting. The decision was made to stick to the previous decision of considering applications at three grant meetings throughout the

year – the next meeting where this could be discussed would be on 23rd September 2024. All members agreed with this.

15. To note the unaudited financial statement for 2023-2024 financial year

It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to RECOMMEND the unaudited financial statement for the 2023-2024 financial year. The vote was unanimous.

16. To review and approve the fixed asset register for 2023-2024

The Town Clerk informed the Committee that the main change to the document was the addition of the new Community and Sports Pavilion in Edmonds Park.

Cllr C Jennings asked whether the new Pears Mapping software would be used in the future to help curate this document. It was confirmed this would be used.

It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to RECOMMEND the fixed asset register for 2023-2024. The vote was unanimous.

17. To review and approve the final report from the internal auditor

The Committee reviewed the internal auditor report.

Cllr G Ryall congratulated staff on their work – the report showed only two minor recommendations.

It was recommended that Officers investigate potential use of a Customer Relationship Management package, the cost versus the benefit.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to RECOMMEND the final report from the internal auditor. The vote was unanimous.

18. To review and recommend to full Council the Annual Governance and Accountability Return (AGAR) and financial statements for the year ended 31st March 2024

The Committee reviewed the AGAR and the explanation of variances. The Town Clerk confirmed additional information will need to be provided this year, due to the 'business' transacted by the Council, exceeding 2 million. This information will include bank statements.

It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and RESOLVED to RECOMMEND the Annual Governance and Accountability Return and financial statements for the year ended 31st March 2024, to full Council. The vote was unanimous.

19. To review and approve the financial reports for April 2024 (under the new coding)

The Committee noted the reports under the new codes, the income and expenditure of each Committee was summarised separately.

It was noted on page 9.37, that the balances owed by Croudace and Coop Earley, had been paid in March and should have been removed.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to approve the financial reports for April 2024. The vote was unanimous.

20. To note a report on the centre piece for the new sand pit at Edmonds Park

The Committee noted the recommendations on the design from the Outdoor Services Manager.

It was proposed by Cllr G Ryall, seconded by Cllr C Jennings, and RESOLVED to approve the spend of up to £1,000 on a new centre piece, a castle, for the sandpit in Edmonds Park. The vote was unanimous.

21. To consider the cyber protection proposal

Members discussed the proposal and the quote received.

Cllr D Aragao queried the effectiveness of removing the existing ESET anti-virus and replacing with EDR 24:7, when they could run alongside each other. Members did not feel informed enough to make a decision at this stage. Although they know the importance of the Council being fully protected, they requested that Officers explore other packages that are easy to use and more widely available than Sentinel. There may be other products in the market place that offer a similar level of protection and allow the Council to provide its services efficiently.

It was RESOLVED to bring this item back to a future meeting once more information has been gathered. All members agreed.

22. To review the progress report

The Committee reviewed the report.

Restore had still not been in contact with DTC regarding their proposed building project, but it was noted that their architect had stated that work could commence in 2024. No planning application has been submitted yet.

Cllr C Jennings explained that the grass cutting is still an issue within the town, with a lot of confusion over the responsibility of some areas. A discussion was had over the out-dated maps provided by OCC and potentially arranging meetings with the District and the County Council. It was also noted that some areas are either under management companies or still with the developer. Members suggested noting problematic areas and issues, so that they can be raised with District and County.

23. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

24. To review quotes for the proposed new CCTV cameras

Due to living in close proximity to one of the proposed cameras, Cllr C Jennings left the meeting at this stage and did not participate in discussion.

Members reviewed the quotes and requested that Officers ask for more clarity from SODC, as to what it was the Town Council would be paying for.

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and RESOLVED to defer this item to the next meeting, so that more information could be obtained. All members agreed.

Cllr C Jennings returned to the meeting.

25. To consider the appointment of an Estate Administrator (agreed in principle by the Personnel and Administration Committee)

The Committee noted the confidential staff report from the Town Clerk. They supported this proposed appointment and expressed a hope that this would give time to the Town Clerk and the Deputy Town Clerk to apply for more grants. It was RESOLVED to RECOMMEND the appointment of an Estate Administrator to full Council. The vote was unanimous.

The meeting closed at 8.46pm.

Signed: _____ (Chair)

Date: _____

DRAFT

Didcot Town Council

Environment & Climate Committee Wednesday 15th May 2024 at 7.30pm All Saints Room, Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

PRESENT

Councillors:

Cllr G Roberts (Acting Chair)
Cllr K Morrison (Acting Deputy Chair)
Cllr J Broadbent
Cllr S Cole

Officers:

Mrs J Wheeler (Town Clerk - TC)
Mrs L Blake (Deputy Town Clerk - DC)
Mr M Blake (Outdoor Services Manager - OSM)

One member of the public attended.

1. To elect the Chair of the Environment and Climate Committee

The Acting Chair, Cllr G Roberts, opened the meeting and called for nominations. It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and RESOLVED to appoint Cllr G Roberts as the Chair of the Environment and Climate Committee. The vote was unanimous and there were no other nominations.

2. To elect the Deputy Chair of the Environment and Climate Committee

Cllr G Roberts proposed Cllr K Morrison as the Deputy Chair. This was seconded by Cllr S Cole and RESOLVED to appoint Cllr K Morrison as Deputy Chair of the Environment and Climate Committee. There were no other nominations, and the vote was unanimous.

3. To receive apologies

Apologies were received from Cllrs A Hudson, Z Mohammed, and A Macdonald.

4. To receive declarations of interest

No declarations of interest were received.

5. To review the Environment and Climate Committee Terms of Reference

The Committee reviewed the terms of reference. Cllr J Broadbent proposed that the 'Big Tidy Up' remain in the terms of the Committee, which could include routine litterpicks around the town and encouraging volunteers to take part.

The Town Clerk queried the remit of the Christmas Lights and whether this would fall under the control of the Property and Facilities Committee due to the recent change in the budget codes.

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and **RESOLVED** to accept the terms of reference as stated, until such time as an amendment would be needed regarding the lights. All members agreed.

6. To agree the minutes of the meeting held on 11th March 2024 as a true and correct record

It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such.



All members agreed.

7. Questions on the minutes and review the progress report

The Committee noted the progress report – shown on the next page.

Cllr J Broadbent queried whether any update had been received regarding birds of prey being used to deter the geese at Ladygrove Lakes. The DC confirmed that a response had been received from a specialist who had explained that intensive visits would be needed initially to establish a predatory presence. This would involve 2-3 visits a day, over four weeks at a cost of around £12,000.

There were no other questions.

Action	Responsible	Rating	Meeting 11.03.2024	15.05.2024
Tidying up of the noticeboards	Officers	Amber	Boards had been measured and ordered.	<p>All the notice boards had been restored.</p>  <p>The three old boards on the wall outside the Civic Hall had also been removed and replaced with a new, public noticeboard.</p> 
Smokefree play park signs	Officers	Amber	No more interest had been received.	This would be revisited.
'Sow & Grow' – Community	Officers	Amber	Construction of the polytunnel was	Was covered in the OSM report.

Planting project at New Road allotments			well underway. The frame had been put up and the access road/path had been completed. A talk was held on 28 th February at the Civic Hall to encourage people to 'sign up'.	
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	Was on the agenda for discussion. The Deputy Clerk would chase up the developer.	The developer confirmed in an email dated 08.05.2024 that their "Adoptions Team will need to check this with the Council due to adopt the land as we would like to help but unfortunately it is not as simple as installing something on land that won't belong to us long term". Further updates would be available in the next few weeks.
CIL Grant Fund application (EOI)	Officers	Amber	Committee were informed that an EOI form had been submitted for access improvements in Ladygrove and Millennium Woods.	The Deputy Clerk received an email on 23.04.2024 to inform her that DTC had been invited to submit a full application for the sum of £175,000. The application would be sent in the near future.
Fence installation by DTYFC	DTYFC	Amber	The Committee resolved to approve the installation of fencing in principle, provided that the club provide all risk assessments, method statements and insurance details of the contractor.	No further update had been received.

8. To consider the Outdoor Services Manager's report

The Committee noted the Outdoor Services Manager's report and considered the recommendations.

New Road allotments

5. The Committee was asked to approve consulting with a Drainage Expert regarding the water retention issue at New Road allotments and the need to ensure it does not affect Fleetmeadow Community Hall. All members agreed that it would be a good idea to consult with specialists.

The TC confirmed that should any work on drainage be needed, both Fleetmeadow and DTC could contribute to the cost.

Community Polytunnel

6. The OSM updated the Committee on the work at the polytunnel undertaken by the Community and Allotment Officer, and how she had managed to grow approximately 2700 plants from seeds. These would be used across all DTC sites. Members were invited to attend the polytunnel on Wednesday 22nd May 2024 at 2pm, to have a look around. The Committee also discussed the gardens at the Civic Hall. Members wanted to pass on their thanks to the Officer and congratulate her for her work.

Parks – General

15. Due to on-going and more recent issues with unleashed dogs in the parks, the OSM spoke about purchasing signage to remind dog owners that it is against the law to allow your dog to be dangerously out of control anywhere in a public place.

The Committee approved the purchase of such signs, to be taken from cost centre 307/4194 'Street Furniture Maintenance'. The OSM would design a sign and gather quotes to be forwarded to the Committee via email. All members agreed.

Ladygrove Lakes

29. The OSM informed the Committee of the new inclusive picnic table that the outdoor team had made and installed at the lakes, for under £200. The same picnic style bench had also been installed at the new pavilion in Edmonds Park.

9. To consider the applications to hold events on Town Council owned and managed land report, and the recommendations to the Committee

The Committee considered each of the three applications.

Edmonds Park:

Event Name	Colour Run
Organiser(s)	2 nd Didcot Guides
Charity or not-for-profit organisation?	Yes
Date	Tuesday 25 th June 2024
Time	5.30pm – 9pm
Details	“A fund raising colour run for Guides and Brownies” using safe, non-toxic colours. Small area used for the girls to run around and a stall selling crafts that the girls have made will be used to raise extra money.Proceeds to be split 50/50 between the Guides and Children in Need.
Decision	It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and RESOLVED to approve this event. There would be no charge. The vote was unanimous.

- Although the date of this event is outside of the Usage Agreement with Didcot Town Youth Football Club, the Club would still be contacted and informed of this event.

Event Name	Family Friendly Inflatable Fun Days
Organiser(s)	Inflatable Fun Days
Charity or not-for-profit organisation?	No
Date	Thursday 29 th August – Sunday 1 st September 2024
Time	10am – 5pm for four trading days
Details	Open to public, 300 people per session. Event will include fairground equipment, lost children point, barriers/fencing, inflatables, PA system, portable generator, toilets, food/drink, concessions, ice cream and prize stalls. Want to set up on Wednesday 28 th August 2024 and leave at the end of Sunday 1 st September 2024.
Decision	It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve this event, subject to the following conditions: <ul style="list-style-type: none"> • Receipt of an Events Management Plan – to include consultation with Emergency Services • Receipt of insurance certificates, equipment safety testing certificates, risk assessments and method statements • Receipt of all other certification regarding BS EN 14960 and proof of membership to PIPA/ADiPS. This event would be charged at £360 per trading – as per the Town Council’s Annual Charges. The vote was unanimous.

Ladygrove Skate Park:

Event Name	Skateboarding and Boxing sessions for young females
Organiser(s)	The Project PT
Charity or not-for-profit organisation?	Yes
Date(s)	Wednesday 31st July 2024 Wednesday 7th August 2024 Wednesday 14th August 2024 Wednesday 21st August 2024 Wednesday 28th August 2024
Time	Undecided
Details	Aim is to deliver 2x free 60 minute sessions (1 skating and 1 boxing) for young females in the area, to increase female participation in sport. Funding has been given by OCC. All coaches fully qualified personal trainers.
Decision	It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and RESOLVED to approve this event. There would be no charge. The vote was unanimous.

10. To consider the quotes for work to turf the outside of the new Community and Sports Pavilion

The Committee considered the quotes received from the two companies. Due to the costs involved, the decision would need to be ratified at Full Council. However, the turf would need to be laid as soon as possible to ensure it takes successfully.

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve the quote from Company two, New Lawn Company, to lay 1000m² of turf at the new pavilion, at a cost of £7,500 + VAT. The cost for this would be taken from the pavilion construction budget.

The decision would be sent to all Councillors via email for approval, prior to the next meeting of Full Council. This is because the turf would need to be laid before the next Full Council meeting.

11. To discuss what the Committee might wish to achieve this year and suggest ideas for future projects

The Committee considered future project ideas. It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and RESOLVED to defer item to the next meeting of the Environment and Climate Committee so that the members who were absent, could contribute. All members agreed.

The meeting closed at 8.26pm

Signed: _____ (Chair) Date: _____

Didcot Town Council



Personnel and Administration Committee

Monday 3rd June 2024 at 7.30pm

All Saints Room, Didcot Civic Hall

Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this committee.

Councillors

C Jennings (Acting Chair)
J Loder (Acting Deputy Chair)
D Macdonald
H Macdonald
M Khan (Sub for Cllr G Ryall)

Officers:

Mrs J Wheeler (Town Clerk)

- 1. Nominations for the Chair of the Personnel & Administration Committee**
Cllr J Loder nominated Cllr C Jennings as Chair of the Personnel & Administration Committee. This was seconded by Cllr H Macdonald. There being no further nominations, Cllr C Jennings was duly elected.
- 2. Nominations for the Deputy Chair of the Personnel & Administration Committee**
Cllr C Jennings nominated Cllr J Loder for the position of Deputy Chair. This was seconded by Cllr H Macdonald. There being no further nominations, Cllr J Loder was duly elected.
- 3. Apologies**
Apologies were received from Cllr G Ryall. Cllr M Khan was subbing for this meeting.
- 4. Declarations of interest**
None declared.
- 5. To review the Terms of Reference for the Personnel & Administration Committee**
The Terms of Reference were reviewed by the Committee and it was **RESOLVED** to accept the terms with no amendments. The vote was unanimous.

- 6. To approve the minutes of the meeting held on 8th April 2024**
It was proposed by Cllr H Macdonald and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous.
- 7. Questions on the Minutes**
There was a query on project management training. The Town Clerk confirmed that it was delegated to officers to tailor this training to project management specific for Didcot. The trainer had a good reputation but the course would need to be worked in with current everyday workloads.
- 8. To review the list of outside bodies and working groups – deferred from the Annual Meeting**
Cllr Chris Jennings requested that this list was deferred from the Annual Meeting. He spoke of the desire to establish working relationships with key stakeholders in the town. Cllr Jennings spoke of the possibility of establishing service level agreements with some of these groups. Cllr H Macdonald wanted to see a report or up-date on what each outside body is doing. The list would be referred back to the full Council meeting on 24th June 2024.
- 9. To reconsider the long service recognition scheme**
The Town Clerk gave an up-date of the work completed on this item since it first came on the agenda around a year ago. After further debate it was RESOLVED to RECOMMEND the following:
1st five years of service – voucher for £50 and letter of thanks
1st ten years of service – voucher for £100 and letter of thanks
1st twenty years of service – voucher for £200 and letter of thanks
Twenty-five years of service – a bespoke medal in appreciation of long service. The cost of the medal would be in the region of £398.86 each plus a first time cost of £748.
- We have on member of staff who has been working with us for 28 years. There was no decision on whether and how to recognise his thirty years when he achieves this.
- Total value of the awards would be:
- 2024 - £1050**
Nine staff at five years @ £50 = £450
Two staff at ten years @ £100 = £200
Two staff at twenty years @ £200 = £400
2025 - £50 – for one member of staff at five years.
- Two medals would be made for two staff at twenty five years at a cost of approx..
£1,545.72 – inc one off cost of **£748** to make the die.
- 10. To review a draft policy on banning live pets as prizes on DTC land**
The draft Policy was discussed. It was RESOLVED to RECOMMEND this Policy for approval at full Council.
- 11. To review amendments on the cemetery rules**

The Committee RESOLVED to amend points 3 and 20 of the Memorial Policy for Kynaston Road to the following:

Point 3 – *“All memorial work in the cemetery must be undertaken by a BRAMM or RQMF registered memorial mason on a date agreed with the Outdoor Services Manager.”*

Point 20 – *“All memorials must be fixed, or re-fixed in accordance with the National Association of Memorial Masons Recommended Code of Working Practice and all work must be undertaken by memorial masons who are registered on the British Register of Accredited Memorial Masons (BRAMM) or the Register of Qualified Memorial Fixers (RQMF)”*.

The vote was unanimous.

12. To review the Ladygrove Lakes Fishing Association renewal

The previous agreement expired on 2nd June 2024. The Committee reviewed the new agreement and Officers' comments. It was minuted the hard work of Cllr Jim Broadbent to work with the Fishing Association and to help improve relations with DTC. The following was recommended:

- Agreement period - five years
- All hard landscaping must be carried out by DTC staff – however the members are welcome to work with the Council staff
- Any general maintenance work should in the first instance be carried out by DTC staff – however permission on a job-by-job basis may be given subject to risk assessments and competence of the fishing club member wishing to do the work. The reason is that the Ladygrove Lakes is a public facility.
- DTC is liable for all works carried out at the lakes and therefore must control what is done and when.
- The request for annual income to cover running costs is vague and a detailed costing of what the club needs the money for needs to be presented. The Club already receives the cost of the day tickets and entrance money for the fishing competitions held once a month.
- The Cefas Fish Health and Inspectorate registration must remain under DTC to ensure the fish stock in the first instance.
- In emergency situations, the Fishing Club should make the situation known to DTC officers and take action but not put themselves in danger by doing so.
- DTC will pay for the DBS checks for the water bailiffs. DBS checks to be renewed every three years.

It was RESOLVED to RECOMMEND the new agreement to full Council with the above clarified.

13. To approve a quote of £750 for Councillor training from OALC

It was AGREED to confirm the training on an annual basis to help members to progress their skills whilst being a Town Councillor.

14. Progress report

The Committee reviewed the progress report. The employee handbook was still with the HR consultant. Other items were ongoing and would be reported on once resolved.

15. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

16. To receive a Staffing Report

The Town Clerk presented the staff report. Cllr H Macdonald spoke to say that there would be some administrative work from the Neighbourhood Plan but he did not consider it to be excessive. There was a discussion on the additional workload of new working groups and also the opening of the splash park.

The Town Clerk proposed a potential new full time position of Environment and Estate Officer. The idea was to help the estate team to cover the new properties of the splash park and Northbrook when this opens next year. The position would also take on some of the Deputy Town Clerk's work on the Environment Committee to allow her time to take on more of the Town Clerk's work.

The Committee agreed in principle but wanted a re-work of the advert and job description with perhaps a different title. It was AGREED to refer this to the next meeting of the Finance & General Purposes Committee to review the staffing budget.

The rest of the staffing report was noted.

The meeting closed at 8.24pm.

Signed _____ Chair _____ Date _____

RECOMMENDATION MINUTE 9 - LONG SERVICE AWARDS

Draft P&A Minutes 3rd June 2024

6. To approve the minutes of the meeting held on 8th April 2024

It was proposed by Cllr H Macdonald and seconded by Cllr D Macdonald and RESOLVED to approve the minutes as a true record. The vote was unanimous.

7. Questions on the Minutes

There was a query on project management training. The Town Clerk confirmed that it was delegated to officers to tailor this training to project management specific for Didcot. The trainer had a good reputation but the course would need to be worked in with current everyday workloads.

8. To review the list of outside bodies and working groups – deferred from the Annual Meeting

The Leader, Cllr Chris Jennings, requested that this list was deferred from the Annual Meeting. He spoke of the desire to establish working relationships with key stakeholders in the town. It was unclear which groups he wanted to build a relationship with. Cllr Jennings spoke of service level agreements with these groups. Cllr H Macdonald wanted to see a report or up-date on what each outside body is doing.

9. To reconsider the long service recognition scheme

The Town Clerk gave an up-date of the work completed on this item since it first came on the agenda around a year ago. After further debate it was RESOLVED to RECOMMEND the following:

1st five years of service – voucher for £50 and letter of thanks

1st ten years of service – voucher for £100 and letter of thanks

1st twenty years of service – voucher for £200 and letter of thanks

Twenty-five years of service – a bespoke medal in appreciation of long service. The cost of the medal would be in the region of £398.86 each plus a first time cost of £748.

We have one member of staff who has been working with us for 28 years. There was no decision on whether and how to recognise his thirty years when he achieves this.

Total value of the awards would be:

2024 - £1050

Nine staff at five years @ £50 = £450

Two staff at ten years @ £100 = £200

Two staff at twenty years @ £200 = £400

2025 - £50 – for one member of staff at five years.

Two medals would be made for two staff at twenty five years at a cost of approx..
£1,545.72 – inc one off cost of **£748** to make the die.

10. To review a draft policy on banning live pets as prizes on DTC land

The draft Policy was discussed. It was RESOLVED to RECOMMEND this Policy for approval at full Council.

11. To review amendments on the cemetery rules

DIDCOT TOWN COUNCIL PETS AS PRIZES POLICY 2024

1. INTRODUCTION

This policy applies to all facilities and property owned or managed by Didcot Town Council.

2. BACKGROUND

Didcot Town Council manage buildings and outdoor spaces for a wide range of events including traditional fun fairs; fetes; fun days and other community occasions.

Didcot Town Council notes the concerns raised by the RSPCA regarding pets being given as prizes via fairgrounds and other channels. Goldfish are often put on display in stressful situations with inadequate oxygen. The fish may be in shock and often die from changes in water temperature when the prize goes to homes where there is no preparation to adopting a pet as a prize.

Didcot Town Council is happy to confirm that the operator of funfairs in Didcot do NOT give animals as prizes.

3. POLICY

Didcot Town Council therefore recommend to full Council an outright ban on the giving of live animals as prizes in any event that takes place on DTC land. The RSPCA or other authorities will be called to any situation that requires further intervention.

For adoption at the full Council meeting on 24th June 2024

Next review: Personnel and Administration Committee 2026

AGREEMENT

relating to

LADYGROVE LAKES, DIDCOT

between

DIDCOT TOWN COUNCIL

and

LADYGROVE FISHING ASSOCIATION



THIS AGREEMENT is dated XXXXX

PARTIES

- (1) **DIDCOT TOWN COUNCIL**, Civic Hall, Britwell Road, Didcot, Oxfordshire, OX11 7HN (**Lessee**)
- (2) **LADYGROVE FISHING ASSOCIATION (Fishing Club)**

RECITALS

- (a) References to the **Council** and **Lessee** are references to Didcot Town Council in its capacity as lessee and local authority
- (b) References to the **Club** are references to Ladygrove Fishing Association

AGREED TERMS

1. INTERPRETATION

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Facilities: The Lakes at Ladygrove (one large, one small).

Necessary Consents: all consents, licenses, permissions, certificates, authorisations, and approvals whether of a public or private nature which shall be required by any competent authority for the Permitted Use.

Permitted Use: use as a fishing location by members of a certified Angling Club, and those with annual permits and day tickets.

Fishing Competition: fishing events open to members of the Fishing Club and non-members.

Usage Agreement Period: five years - as set by the Council.

1.2 Clause headings shall not affect the interpretation of this agreement.

1.3 A **person** includes a natural person, corporate, or unincorporated body.

1.4 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, include the singular.

1.5 Unless the context otherwise requires, a reference to one gender shall include a reference to all other genders.

- 1.6 Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application, or re-enactment and includes any subordinate laws for the time being in force made under it and all orders, notices, codes or practice and guidance made under it.
- 1.7 A reference to **writing** or **written** excludes faxes.
- 1.8 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done and to prevent such act or thing being done by a third party.
- 1.9 References to clauses are to the clauses of this agreement.
- 1.10 Any phrase introduced by the terms **including**, **include**, **in particular**, or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2. MANAGEMENT OF THE LAKES

- 2.1 The Council allows the Club to use the Facilities for Permitted Use during the Usage Agreement Period.
- 2.2 The Club acknowledges that:
- (a) The Club shall have no exclusive right of occupation of the Facilities and that no relationship of 'landlord and tenant' is created between the Council and the Club by this agreement
 - (b) The Council retains control and possession of the Facilities, and the Club has no right to exclude the Council or any Council staff members, Town Councillors, or any contractor sent on behalf of the Council, from the Facilities
 - (c) Use of the Facilities by the Club and its members will be allowed subject to adherence to the 'Rules for Fishing at Ladygrove Lakes'
 - (d) All 'hard landscaping' work will be carried out by trained Council staff. The Club will be notified of what work will be needed and when it will be carried out. Some decisions for this work will be made by the Environment and Climate Committee, but any emergency work required under Health and Safety reasons, will be subject to authorisation from the Outdoor Services Manager, the Outdoor Services Supervisor, the Deputy Town Clerk, and/or the Town Clerk. Members of the Club are welcome to work alongside the Council staff.
 - (e) The Council will be responsible for the general maintenance of the site, in the first instance, to include routine grass cutting, tree and hedge pruning. Trees will be subjected to inspections by the Council's Tree Inspection contractor

and any works to trees will be undertaken by trained Council staff or the Council's contractor. Permission to carry out works may be given on a job-by-job basis – but this is strictly subject to risk assessments and the competence of the Club member wishing to do the work. The final decision in every case is with Didcot Town Council and there is no automatic right to carry out works without permission. The Ladygrove Lakes are a public Facility open to all. Didcot Town Council must retain ultimate control on any works carried out to ensure the safety of this Facility.

- (f) The Council reserves the right to close the lakes for fishing due to, but not limited to, adverse weather conditions, water level concerns and issues with disease and/or algae bloom.
- (g) This agreement is personal to the Club and is not assignable and the rights given by this agreement may only be exercised by the Club, and its members.

2.3 Didcot Town Council is liable for works carried out at the lakes and therefore must control what is done and when.

2.4 The Club acknowledges that the Facilities are part of a public area to which members of the public have access.

2.5 The Club shall maintain public liability insurance in respect of the Club and its activities and provide the Council with copies of this, and relevant risk assessments and method statements, annually.

2.6 The Council shall annually make up the fishing permits to be sold from 1st April each year.

2.7 Didcot Town Council is registered by the Cefas Fish Health and Inspectorate (FHI) under the Aquatic Animal Health (England and Wales) Regulations 2009 as an operator of an Aquaculture Holding at Ladygrove Lakes and is the only authorised authority to introduce and remove fish at the lakes.

2.8 Should the Club notice anything deemed an emergency, the relevant Officer at the Council would need to be contacted immediately.

2.9 The Club may be able to carry out exceptional emergency works 'out of hours' as long as clear guidelines have been previously agreed with the Council and all risk assessments are in place but members are not to put themselves in danger by doing so. There is no automatic right to carry out works.

3. WATER BAILIFFS

3.1 The Club shall provide up to six Water Bailiffs to patrol the lakes and check that only permitted anglers are using the Facilities.

- 3.2 Each Water Bailiff will be required to submit an application to the Council and will need to abide by the Water Bailiff Code of Conduct.
- 3.3 Each applicant will be required to undertake a DBS check. The cost of the DBS checks will be reimbursed to each Water Bailiff, by the Council, on receipt of a positive check.
- 3.4 Successful applicants will have an identity card produced by the Council. This will be limited to six Water Bailiffs being registered at any one time.
- 3.5 DBS checks are to be renewed every three years.

4. USE OF THE FACILITIES

- 4.1 The Fishing Club shall use reasonable endeavours to:
 - (a) Ensure that members of the Fishing Club and all visitors of the Facilities on orders of the Fishing Club, keep the Facilities clean, tidy, and clear of all rubbish
 - (b) Not use the Facilities other than for the Permitted Use
 - (c) Not make any alterations or addition whatsoever to the Facilities without the prior consent of the Council
 - (d) Not do on/in the Facilities or allow anyone else to do on/in the Facilities, anything which is illegal, or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Council, members of the public, and occupiers of neighbouring properties
 - (e) Not cause damage to the Facilities, the neighbouring areas, or any neighbouring properties

5. MAINTENANCE OF THE FACILITIES

- 5.1 The Council, as lessee, will maintain the Facilities to the standard and frequency applied to land owned by the Council, which will include:
 - (a) Routine maintenance
 - (b) Litter picking
 - (c) Emergency maintenance
 - (d) Hard landscaping
- 5.2 The Club is to ensure no vehicles are to be taken onto the land surrounding the lakes. Should an emergency and need for vehicles at the site arise, permission must be given, in writing, by the Town Council. This would be for a very limited period of time.

6. FINANCIAL ARRANGEMENTS

- 6.1 The Council shall pay the Club the annual income generated from the annual permit sales, subject to the Club providing the Council with a breakdown on what this sum would be used for.
- 6.2 The Club will need to ensure financial transparency with the Council regarding this annual running cost.

7. FISHING COMPETITIONS

- 7.1 The Club shall not organise any Fishing Competitions at the Facilities without first giving the Council prior notice and obtaining approval. These events will be limited to one a month. The Club shall provide the Council with a list of these dates so that they can be advertised on the Council's website.
- 7.2 The Club will provide the Council with risk assessments and method statements for each event. This needs to include confirmation of emergency contact and the approximate number in attendance.
- 7.3 The Council may give its consent, subject to any reasonable conditions that it feels appropriate.
- 7.4 The Club acknowledges that any consent given by the Council is a consent from Didcot Town Council acting solely as lessee and where any other necessary consent is required from a higher authority for the purpose of holding a Public Event (entertainment licenses for example), must be obtained by the Fishing Club separately.

8. INDEMNITY

8.1 The Fishing Club shall indemnify the Council and keep the Council indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, or other liability in any way arising from:

- (a) The rights granted to the Fishing Club under the terms of this agreement
- (b) Any breach of the Fishing Club's obligations contained in this agreement
- (c) The exercise of any right granted to the Fishing Club under the terms of this agreement

9. TERMINATION

- 9.1 This agreement shall end on the earliest of:
- (a) Five years from the date of this agreement

- (b) The expiry of any notice given by the Council to the Fishing Club at any time of breach of any of the Fishing Club's obligations contained in this agreement
- (c) The expiry of not less than 12 months' notice given by the Council to the Fishing Club, or by the Fishing Club to the Council

10. NOTICES AND CONSENTS

10.1 Any notice or other communication required to be given under this agreement shall be in writing and shall be delivered personally, sent by recorded delivery, or by email to Nathan Thompson (Chairman), with the read receipt option enabled.

10.2 Any notice or other communication shall be deemed to have been duly received:

- (a) If delivered personally, when left at the address or handed to the contact
- (b) If sent by recorded delivery and the communication has been tracked and shown as received
- (c) If the 'read receipt' has been received from the email

10.3 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

10.4 Where the consent or approval of the Council is required under this agreement, it shall only be valid if it is given by the Council in writing, signed by a duly authorised person.

11. LIMITATION OF OWNER'S LIABILITY

11.1 Subject to clause 11.2, the Council is not liable for:

- (a) The death of, or injury to the Club, its employees, volunteers, members, or invitees to the Property
- (b) Damage to any property of the Club or that of the Club's employees, volunteers, members, or invitees to the Property, or
- (c) Any losses, claims, demands, actions, proceedings, damages, costs, or expenses or other liability incurred by the Club, or the Club's employees, volunteers, members, or invitees to the Property in the exercise or purported exercise of the rights granted by this agreement

- *The Council shall in no way be responsible for third party claims arising from the activities of the Club, who must have public liability insurance policy to cover such claims*

11.2 Nothing in clause 11.1 shall limit or exclude the Council's liability for:

- (a) Death or personal injury or damage to property caused by negligence on the part of the Council or its employees, or
- (b) Any matter in respect of which it would be unlawful for the Council to exclude or restrict liability

12. RIGHTS OF THIRD PARTIES

12.1 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

13. GOVERNING LAW AND JURISDICTION

13.1 This agreement and any dispute or claim arising out of or in connection with it, or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

13.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with this agreement, or its subject matter or formation (including non-contractual disputes or claims).

The Council reserves the right to alter the terms and conditions of this agreement at short notice.

This agreement has been entered into on the XXX of XXX 2024.

Signed by:

Ladygrove Fishing Association – 2 members

Name:.....

Position within the Club:.....

Signed:.....

Date:.....

Name:.....

Position within the Club:.....

Signed:.....

Date:.....

Didcot Town Council – 2 members

Name:.....

Position within the Town Council:.....

Signed:.....

Date:.....

Name:.....

Position within the Town Council:.....

Signed:.....

Date:.....

4 d (ii) – Recommendation Minute 12 – Ladygrove Fishing Association new agreement

This Usage Agreement will expire on XXXX.

Didcot Town Council



Property and Facilities Committee Wednesday 29th May 2024 at 7.30pm All Saints Room, Didcot Civic Hall.

Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Cllr K Morrison (Acting Chair)
Cllr H Macdonald (Acting Vice Chair)
Cllr D Aragão
Cllr A Hudson
Cllr L Hislop

Officers:

Mrs J Wheeler – Town Clerk
Mr S Mundy – Estate Manager
Mr S Hunt – Estate Officer

1. To Elect the Chair of the Committee for 2024/2025 Civic Year

The Acting Chair opened the meeting and called for nominations. It was proposed by Cllr H Macdonald, seconded by Cllr D Aragão, and RESOLVED to appoint Cllr K Morrison as Chair of the Property and Facilities Committee. The vote was unanimous and there were no other nominations.

2. To Elect the Vice Chair of the Committee for 2024/2025 Civic Year

Cllr K Morrison proposed Cllr H Macdonald as Vice Chair. This was seconded by Cllr D Aragão and RESOLVED to appoint Cllr H Macdonald as Vice Chair of the Property and Facilities Committee. The vote was unanimous and there were no other nominations.

3. Apologies

Apologies were tendered from Cllr Z Mohammed & Cllr M Khan.

4. Declarations of interests

No declarations were received.

5. To review the Property and Facilities Committee Terms of Reference

The Committee reviewed the Terms of Reference.

The Estate Manager proposed that the Splash Pad be added to the Terms of Reference for the Committee

It was proposed by Cllr K Morrison, seconded by Cllr H Macdonald, and **RESOLVED** to **ACCEPT** the Terms of Reference for the Property and Facilities Committee with one amendment: to add the Splash Pad under article 9. All members agreed.

6. To approve the Minutes of the meeting held on 27th March 2024

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr K Morrison, seconded by Cllr H Macdonald, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such. All members agreed.

7. Questions on the minutes

No questions were received.

8. To note the end of year accounts from 2023/2024 financial year

The Committee noted the report.

9. To note the detailed income and expenditure for Property and Facilities Committee April 2024

The Town Clerk updated the Committee on the cost centres being recorded for 2024/25 financial year – this will facilitate the financial visibility for the committee.

10. To note the properties report and consider the recommendations

The Committee noted the report.

10.1 To note the Civic Hall bar takings

The Committee noted the bar takings.

10.2 To note the usage figures at Didcot Civic Hall

The Committee noted the usage figures for the Didcot Civic Hall.

10.3 To note the Civic Hall works update

The Committee noted the Civic Hall works update which included: -

- Air Conditioning and Extraction Fan 6 monthly service has taken place
- Service of the lift has taken place
- 6month service of Fire Warning and intruder alarm has taken place
- Smoke Dampers have been serviced
- Emergency Lighting service

10.4 To note the Outdoor Depot servicing completed

The Committee noted the servicing completed at the Outdoor Services Depot which included: -

- Fire Warning and intruder alarm 6-month service taken place
- CCTV service completed
- Emergency lighting service completed

10.5 To consider the purchase and installation of a panic alarm for reception staff

The Committee considered the report.

It was proposed by Cllr K Morrison, seconded by Cllr T Hudson and RESOLVED to proceed with Company 1, **People Safe**, for a 1-year trial at £576 +vat. The Committee asked for the Estate Manager to update on several points via email.

10.6 – To note the legionella risk assessment requirements for DTC properties

The Committee noted the requirements

The works have been booked in and the total costs are: -

Didcot Civic Hall - £550.00
Loyd Recreation - £311.00
Edmonds Park Pavilion - £432.00
Outdoor Services building - £311.00

10.7 – To consider the options for parking enforcement at the Civic Hall

The Committee considered the report.

Several questions were raised, and a discussion took place. The Committee felt that they did not have enough information to make a decision on this item at this meeting.

It was agreed by the Committee that some type of parking enforcement is needed at the Civic Hall. It was proposed by Cllr K Morrison, seconded by Cllr D Aragão, and resolved to defer the item until further details are provided.

10.8 – To consider allowing Didcot Health Centre eight car parking spaces within the Didcot Civic Hall car park

The Committee considered the request. In line with item 10.7 the Committee required further information.

It was proposed by Cllr L Hislop and seconded by Cllr H Macdonald to defer this item along with item 10.7. All members agreed.

10.9 – To note the lift remedial quotes required

The Committee noted the lift remedial requirements. The order has been placed with **Gartec** for the cost of **£577.51+VAT**.

11. To note the Willowbrook report including the financial summary and consider recommendations.

The Committee considered the report.

11.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

11.2 – To note works completed at Willowbrook

The Committee noted the works that had been completed since the last Committee meeting which included: -

- Fire door inspection service completed, and report received
- Air conditioning and extraction fan 6month service taken place
- 6month fire warning system and intruder alarm serviced
- Emergency lighting serviced completed
- Minor Plant room service taken place

11.3 – To consider TM44 Air conditioning system inspection at Willowbrook

The Committee considered the report. The Estate manager clarified points raised.

It was proposed by Cllr K Morrison and seconded by Cllr T Hudson to **proceed with 1st Call Surveys Ltd at £495+VAT**, using budget code 'Willowbrook contracts' - 411/4044. All members agreed.

11.4 – To note the Anti-Social behaviour at Willowbrook Leisure Centre

The Committee noted the anti-social behaviour at Willowbrook Leisure Centre.

12. To note the Edmonds Park Pavilion and Splash Pad report and consider the recommendations

12.1 – To note the Edmonds Park Pavilion booking summary

The Committee noted the summary and asked several questions. The Estate manager confirmed discount as per other DTC sites.

12.2 – To note defects report sent to Life build

The Committee noted the defects which the Estate Manager as reported these included: -

- Fire doors within the building failing to close – fixed by life aftercare team
- Air source heat pump fault within plant room three - ongoing
- Several painting items
- Fire exits showing light through - fixed
- Cold booster pump tank in fault – fixed
- Wobbly bollard outside the building

12.3 – To note works to be completed for the Pavilion

The Committee noted the summary

12.4 – To consider quotes for additional camera for Edmonds Park Pavilion

The Committee reviewed and considered the quotes.

It was proposed by Cllr L Hislop and seconded by Cllr D Aragão to proceed with Company **B Oxfordshire CCTV** for **£1335+VAT**. All members agreed.

12.5 – To note the progress of the Splash Pad construction

The Committee noted the progress.

The Estate Manager explained to the Committee several issues the officers have been dealing with regarding the water flow to the Splash pad and how this could potentially affect the smooth running of the Splash Pad. The Officers are working hard with the Pavilion builders and ‘Splash’ to resolve the issues of concern.

12.6 – To note the staffing qualifications required for the running of the Splash Pad

The Committee noted the report and the additional costs of staff training to run the Splash Pad.

12.7 – To consider the operational needs of the Splash Pad

The Committee noted the report. For the 2024 ‘season’ it was agreed:

- Operating hours Monday to Saturday 10am – 5pm Sundays 11am – 4pm
- Selling simple items such as hot/cold drinks, ice creams, crisps/snacks and continue to work on ‘Slush’ options that would likely sell well.
- To review ‘Health’ snack options.

13. To consider the Civic Hall kitchen oven and hobs upgrade report

The committee considered the report and noted the further work involved in compiling.

It was proposed by Cllr L Hislop, seconded by Cllr D Aragão and RESOLVED to purchase two Induction hubs and ovens from **Cater-Kwik** at a cost of **£3880.99+VAT** each

14. To note the progress report on items not on this agenda

The Committee noted the progress report.

Meeting closed at 21:00

Signed _____ Chair Date _____

Property & Facilities Committee

Recommendation to full Council meeting on 24th June 2024

Report author: Janet Wheeler



Recommendation Minute 13 – To approve the purchase of two induction hobs and ovens for the Civic Hall kitchen

This item should have been listed on the agenda for the full Council meeting. Due to the purchase being over £5,000 – the option is to defer this until the September full Council or approve at this meeting to allow the purchase to go ahead. There is a degree of urgency because only one oven can work in the kitchen at the moment – and this is not enough for larger events.

For further background information - Please see the attached comprehensive report by Arek Guzinski regarding the option of gas versus induction. There has been much debate over the option to remove the old gas ovens from the Civic Hall kitchen in favour of a more sustainable, safer and green alternative.

The upgrade to include the installation of two induction hobs and ovens was approved by the Property and Facilities Committee:

It was proposed by Cllr L Hislop, seconded by Cllr D Aragao and **RESOLVED** to purchase the two induction hobs and ovens from Cater-Kwik at a cost of £3880.99 + VAT each. **Total expenditure: £7,761.98 + VAT.**

Recommendation

That the Council formally ratifies this purchase described above.

Janet Wheeler
Town Clerk

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Didcot

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Fax: 01235 512837

Didcot Town Council – Didcot Civic Hall

Civic Hall Kitchen – Ovens and Hobs Upgrade Report

Report Author: Arek Guzinski



Introduction:

During a recent annual gas safety inspection, the extraction fan was not able to adequately remove the gas particles from the gas-powered hobs and ovens, and the Civic Hall kitchen has subsequently failed the inspection.

An attempt to adjust the extraction fan speed was made, however, the fan is developing a fault, and is unable to automatically increase its operation speed from the “off” state.

As a result, one of the has oven and hobs units has been disconnected from the gas supply. This resulted in less gas being produced, and the fan was able to pass the gas inspection, but by a narrow margin.

A quote was received to attempt to fix the extraction fan in hopes to improve its performance, and adjust the vents atop of the roof; however, the Health and Safety advisor has recommended for the Town Council to consider replacing the ageing gas ovens and hobs with more modern, safer, and more efficient induction hobs and ovens, and eliminate several high-risk factors, and eliminate the need to adjust the extraction fan and the vents.

Consideration:

The Committee should consider the base operating costs against the year-on-year costs, along with the required remedial repairs and several risk factors and decide whether to pursue a repair of the extract fan, the roof exhaust vents, and eventually replacing the current gas hobs with newer gas hobs, or whether to ONLY replace the oven and hob units with either electric or induction solutions.

The Committee should also consider the options of replacing one unit or both units, and if the solutions should be “like-for-like”.

Findings:

1) Utility costs and power usage:

At the time of writing this report, Didcot Town Council’s utility costs were as follows:

- **Gas: 6 pence per kWh.**
- **Electricity: 26.352 pence per kWh.**

Upon some research, a gas oven would use approximately 1.5 kWh per use, while an electric oven would use approximately 0.89 kWh per use.

The base costs, in plain usage statistics alone, may indicate that a gas oven and hobs would be cheaper to operate per hour, at 9 pence per hour, compared to 23.45 pence per hour for an electric oven.

However, when looking at the year-on-year usage, the induction hobs and ovens will have a significant advantage. The primary consideration is energy efficiency. While gas hobs and ovens are cheaper to run per hour, induction hobs and ovens offer a 70% efficiency gain, meaning that more of the energy is transferred into the food or pots and pans, as opposed to being wasted.

The induction and electronic ovens and hobs would also eliminate the annual gas inspection costs, as there would be no gas equipment in the Civic Hall kitchen. The current costs of the gas inspection are **£384** – while this is usually done annually, due to the recent failures, we have already had this inspection twice this year. If we were to fix the extraction fan, and then replace the ovens and hobs with a gas system, we would need to book **two** more inspections. Without the use of gas, we would require only one annual inspection at the cost of **£230**.

Replacing the ovens with an electric or induction system would also eliminate the need for repairing the extraction fan, which was recently quoted for at approximately **£2,396.00 + VAT**, and eliminate the need to relocate the exhaust vent, which will further reduce the repair costs.

The extractor fan could also be reduced to a slower setting, potentially saving on power.

Another key consideration is that the Civic Hall utilises an array of solar panels on the roof. These panels could provide power to the hobs and ovens, reducing the operational costs slightly.

2) Health and Safety and convenience factors

Besides being cheaper in the long term, the induction and electric alternatives also have a benefit of reducing the risk factor by a vast margin, compared to the gas counterpart.

Firstly, replacing the ovens with electric or induction style equipment will effectively remove any gas from the kitchen – this is a key consideration, as while the central heating is still gas powered, only the kitchen equipment can be easily accessed, and is operated by the hirers themselves.

Removing gas also removes the open flame from the kitchen, and with induction ovens, also removes the risk of burns or accidentally leaving things on the hobs, as they require special equipment. We would also no longer require the use of a spark or matches/lighters to start up the hobs and ovens.

The flat surfaces of the induction and electric solutions are also easier to clean, and induction hobs do not retain their heat, meaning that they can be cleaned as soon as cooking is done. This also removes the risk of oil or fat fires.

The hobs would also be overall easier to be operated and maintained, especially by the hirers – while there is a learning curve to cooking with induction hobs, the benefits include very consistent and precise controls of temperatures, and faster cooking times, meaning that hirers could potentially reduce the length of hire for events.

It is worth noting that the kitchen is not intended for preparation of food from scratch – its primary use is for heating/reheating or keeping food warm for events. There are very rare cases where food is made from scratch, as most people bring their own catering in.

The overall risk factor of the kitchen as a whole would be reduced from a high-risk environment to a low-risk environment, making the area safer for hirers, staff, and contractors.

3) Unit costs

When comparing the unit costs for both gas and induction ovens, the prices for a like-for-like solutions do not differ by much.

A 6-hob gas oven, sized like-for-like, with a viewing window, costs **£4,649.99 + VAT**, while a 6-hob induction oven from the same company on the same website costs **£4,699.99 + VAT**.

For a lower quality gas oven, without fan assistance and without the viewing window, the costs on the same website are around **£1,699.99 + VAT** – this is due to a **sale** on the website, and the prices are usually around **£2,149.99 + VAT**.

Considering this, the cost for two cheapest gas ovens, without a sale, would be £4,300 for the ovens, approximately £2,396 for the extraction fan repair, plus the costs of inspections and the costs of works to the exhaust vents. The total approximate cost to “upgrade” from gas to gas would be a **minimum of £6,696 plus VAT**, while the costs of replacing the ovens for a like-for-like induction system would cost **£7,762 plus VAT**, using the options which the Committee discussed.

4) Climate Emergency

While considering all the findings in this report, it is worth remembering that in 2019, Didcot Town Council has joined a nation-wide list of local councils by declaring a **Climate Emergency**:

On Friday 1st May 2019 MPs passed a motion making the UK parliament the first in the world to declare an "environment and climate emergency". This was followed by the European Parliament declaring a 'Climate Emergency' on 28th November 2019.

On Monday 10th June 2019 Didcot Town Council declared support for the climate emergency with a task of working with the District Council to bring down our CO2

emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

It is therefore critical to consider the impacts of using gas, which cannot be obtained from using renewable sources, against the use of electricity, which could be obtained through solar power, as well as national grid of wind farms, hydroelectric power plants, and other renewable sources. The higher efficiency of electrical equipment will also lead to less wasted energy, higher accuracy when assessing the production and emissions of CO₂, and an overall long-term commitment to renewable, cleaner energy.

5) Ease of use and monitoring

In the current configuration, the initialisation and monitoring of the gas ovens and hobs is very time consuming for both staff and the hirers.

To allow the customer to use any hobs or ovens in the building, the officers need to log into the reception computer and access the building management system (BMS), in order to switch the main gas supply on, and enable the extraction fan – without the fan operating, the gas valve will not open.

After all the BMS checks are done, the officers will have to use a key to manually enable the gas flow and initiate gas proving in the room. This process can take some time, due to the number of gas hobs and ovens used.

Once the proving is completed, the officers then have to assist with the operation of the gas ovens, due to their age and recent failures to spark using the built-in spark.

For electric or induction ovens and hobs, the officers would not have to initialise the gas, and the customer could start the cooking process quicker. To control the use of ovens or hobs, a manual switch requiring a key could be installed.

6) Expected usage and charge rates

In its current state, the Civic Hall kitchen area does not see any major footfall – approximately once every 1-2 months. The kitchen area is mainly used by large community events, such as SOMA's end of Ramadan (warming up pre-cooked food), Food and Craft Fairs (warming up pre-cooked food, and using own grills for cooking burgers), staff get-togethers (brunches, minor cooking, e.g., eggs and bacon, warming up the rest), and occasional parties. Bookings with external catering also hire the kitchen out to keep the food warm as opposed to cooking it.

In the current state, we estimate that the kitchen would be used for about 48 hours per **year**. With this in mind, the total operational cost of the ovens using gas would be £4.32, while electric ovens would cost approximately £11 – considering the costs of the gas inspection, it would actually cost £158 per year for the use of the gas oven, and £11 for the electric.

If the usage stayed around the same figure, we will still be eliminating an unnecessary risk area of having gas installations in the kitchen, where they are accessible to the customers.

Agenda item 4 e 9ii) Recommendation from P&F Committee – minute 13

At the time of this report, the cost of kitchen hire costs £12.99 + VAT per hour – while we could increase this to £15.99 + VAT per hour, it may be worth for the Committee to discuss different kitchen packages options, e.g., using one oven, two ovens, or hire without ovens (such as food storage etc).

Recommendation:

It is the Officers and the Health and Safety Advisor's recommendation to pursue the purchase of two 6-hob induction units at a price of **£3,880.99 (+VAT) each**, and remove the quote for adjustments to the extraction fan and the exhaust vents,



Didcot Town Council

Internal Audit Report (Final Update) 2023/24

Chris Hackett

*Consultant Auditor
For and on behalf of Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023/24 financial year during our three visits to review the Council's records for the year, which were undertaken on the 16th October 2023, 14th February and 7th June 2024. We wish to thank the Clerk and DCK, (the Council's contract accountants) for assisting the process, providing all necessary documentation to facilitate our review for the year.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken, the Council continues to maintain adequate and effective internal control arrangements.

We request that this report is presented to Members.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Officers maintain the Council's accounting records using the Rialtas Omega software with cash books set up to record transactions on the main Unity Bank current account, a cash book for recording transactions on the Civic Hall and further cash books for the investment in the CCLA and to record Barclaycard transactions.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Confirmed the External Auditor did not raise any additional matters on the 2022/23 AGAR requiring our follow up;
- Verified the accurate carry forward of closing trial balance detail in the 2022/23 Accounts to the 2023/24 Omega records;
- Verified that the financial ledger remained "in balance" based on the back up provided to us at the time of each of our three visits;
- Discussed arrangements for backing up the Rialtas Ledger, which is done monthly by DCK;
- Verified detail in the Council's Current and Civic Hall account cashbooks for September, December 2023 and March 2024 to the supporting Unity bank statements agreeing the reconciliations at 31st August, 30th September, 30th November, 31st December, 29th February and 31st March 2024;
- Agreed the CCLA cash book reconciliation at 31st August, 30th September, 31st October, 31st December, 29th February and 31st March and sample tested the transactions in September, November, December and March including the receipt of interest and transfers to other accounts between the Omega record and the third party statement;
- Agreed the reconciliation of the Barclaycard statement at 30th September, 31st December and 31st March between the bank and the Omega record and agreed all the transactions in September and March; and
- Noted that members have not been signing off bank reconciliations regularly during the year.

Conclusions

The Omega ledger is being maintained in balance and the bank accounts are being reconciled regularly with no aged or anomalous adjusting items. We note that Member sign-off of bank reconciliations is not up to date at the time of our final review, but we understand this will be addressed by the Clerk.

We have agreed the cash balances reported in the third party statements to the AGAR section 2 line 8 and to DCK's statement of accounts.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation, although it is for the Council to determine the legality of its actions.

- We have completed our review of the Council's minutes as posted on the website, (except for Planning and Development Committee which we regard as outside the scope of our work);
- Confirmed the Council at its annual meeting in May 2023 approved its Financial Regulations and also that it considered its Standing Orders;
- Confirmed the Council annually posts detail of larger payments on its website in compliance with the Transparency Code; and
- Noted the Council advertised the audit of its 2022/23 AGAR by posting the notice of public rights on its website in accordance with the timetable.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with officers the procedures in place for the approval of payments. To obtain assurance in this area we have tested a sample of transactions. We selected a total of 115 payments in total from the Unity Current account, Civic Hall account and Barclaycard cash books, plus the Non-Domestic rates (NNDR) invoices paid during the year. Our test sample includes all payments greater than £3,000 plus a more random sample of every 30th payment recorded in the main current account cashbook and a smaller random sample from the Civic Hall and Barclaycard cash books. Our sample totals £3,347,620 equating to 74% by value of non-pay related payments processed to 31st March 2024. Invoices were provided to support all the payments in our sample.

The Council during the year tendered a contract to construct a splash pad, we reviewed briefly the tender documentation.

We note that monthly VAT reclaim for the Council are prepared and submitted to HMRC and sample checked these during the year. We confirmed the VAT due at 31st March 2023 was recovered in the current financial year and that the balance of VAT due at 31st March 2024 was accounted for in the debtors balances. We note the Council reviewed its de-minimis calculation during the year.

Conclusion

No matters have arisen from our work in this area.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that the Finance and General Purposes Committee reviewed the 2023/24 Strategic Risk Assessment in April and again in May 2023. We note the Strategic Assessment describes the risk and the impact and identifies the mitigations. Further that it identifies a range of financial risks.

We reviewed the Council's insurance policy provided by Hiscox running from the 20th November 2023, cover includes:

- Buildings and contents;
- Business interruption loss of income cover of £600,000;
- Employer's liability cover of £10m;
- Public liability cover of £10m;
- Hirer liability cover of £5m; and
- Fidelity guarantee total cover of £1m.

We note there is a separate vehicle insurance policy provided to the Council through Country Wise.

We confirmed with the Clerk that play areas are regularly checked by Council staff to confirm they are safe and that annually an external safety inspection is completed by ROSPA.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from South Oxford District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We confirmed that the Finance and General Purposes Committee considered the draft 2024/25 budget and precept at their November and December 2023 meetings. Members were provided with detailed information including, projections of income and expenditure for the current year and proposals for the coming year, notes setting out assumptions, together with detail about reserve movements and the precept. DCK supported the process. Full Council approved the budget and precept at their meeting in January 2024 setting the latter at £1,470,433.

From our review of minutes and agenda papers we can see that Members of the Finance and General Purposes Committee receive detailed financial information including reports on debtors, detailed income and expenditure reports and balance sheets.

The Council's balances at the 31st March 2024 stood at £959,076. This included a general balance of £350,982. In 2024/25 the Council is budgeting to spend £1,144,014 on revenue, or some £95,000 a month. Therefore, the general balance is some 3.5 months spending and is within the range of 3 to 8 months commonly seen at parish and town councils. The Council is planning to spend some £326,419 on one off capital items to be funded from precept.

As part of our year-end review, we compared income and expenditure to the prior year and sought explanations for material variances. For this year the variances relate principally to the spend on the Pavilion at St Edmonds Park and the relating cash flows.

Conclusion

No issues arise in this area requiring formal recommendations.

Review of Income

Our objective in this area is to ensure that the Council identifies and recovers all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of sources including the annual precept; Civic Hall hire and bar / catering income; interment and associated fees; allotments; Section 106 and CIL moneys; bank interest and other miscellaneous sources. Across our three visits we have:

- Confirmed the receipt of the 2023/24 precept into the accounts in accordance with the amount set and approved in the Council minutes and agreed it to the list of 2023/24 precept demands published independently by the Government;

- Confirmed that the Council continues to keep its fees and charges under review;
- Reviewed Civic Hall Lettings. We selected a sample of five bookings for October 2023 confirming the usage had been invoiced at the correct rate with the income recorded in the Rialtas Ledger. Officers were unable to locate 4 of the booking agreements in respect of our five sample lettings;
- Reviewed the arrangements for running the bar. There are two tills which are emptied every night with the floats locked in a safe in the cellar. Users have a log in PIN when signing in to the tills. The alcohol licence been updated recently listing all those licensed to sell alcohol. At the end of each shift a cashing up sheet is prepared, the 'z' reading from the till is run and card payments deducted to calculate the expected cash and to identify any possible overs and unders. The cash sheets are signed by two staff. The manager does the banking's and passes the sheets to DCK who check the income to the bank. We reviewed the cash sheets to ensure they were being completed and signed. Stock takes can be done using the EPOS system, this can be used to prepare trading accounts which is useful for identifying expected stock usage in relation to income. A stock take was underway at the time of our second visit, although this was the first for some years;
- Tested cemetery income. We selected three interments from the Burial Account Book confirming a certificate for burial or cremation was on file and that the fee charged agreed to the schedule of rates and that the income was recorded in the Rialtas Ledger; and
- Reviewed the unpaid invoices report on the Council's sales ledgers to confirm there are no large material aged items; and
- As previously noted, test checked three month's income from the bank statements to the Council cash books with no issues arising.

Conclusions and recommendations

The Council has systems for collecting income and there are no material old unpaid invoices.

Keeping booking agreements up to date is an ongoing challenge, (in common with a number of Councils). The Council may find it helpful to get regular hirer's to simply sign one annual booking agreement for the year confirming their acceptance of the terms and conditions and that they hold insurance. Changes to the detail of usage might be recorded via email from the hirer and attached to the booking agreement.

The Council has arrangements for managing the bar, but they could be strengthened through regular stock takes supplemented by trading accounts.

- R1 *The Council should continue to seek up to date booking agreements, although might find it helpful to review the approach retaining an annual overall agreement. **Response: This is work in progress. Officers are chasing also seeking to ensure detail of insurance is held.***
- R2 *The Council should implement six monthly stock takes and prepare bar trading accounts. **Response: Regular stock takes are taking place, monthly at the Civic Hall. Officers are using the EPOS system to record units of alcohol purchase which can then be compared to sales to inform the expected stock to compare to actual stock.***

Petty Cash Account and Other Cash Holdings

The IA Certificate in the AGAR requires us to assess the Council's approach to and control of the management of petty cash account transactions.

We note that the Omega ledger indicates the existence of a small petty cash balance plus till floats. We confirmed that DCK are periodically reconciling the cash held to the accounting records. We agreed the balance of cash held on the day of our first visit, £10.47, to the accounting records. At our final visit we confirmed the petty cash and floats were included in the year end reconciliation.

Conclusions

No issues have arisen from our work in this area requiring formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions. We further check the deduction of pension contributions in line with the nationally agreed rates and the employers rate for Didcot Town Council set by the Pension Administrator.

We discussed arrangements for processing payroll which we note is done by DCK, then we:

- Test checked one officer's signed contract to their gross pay per their September payslip;
- Obtained the August summary payroll reports and agreed the totals to the Omega cash book payments;
- Test checked the calculation of tax, national insurance and pension contributions for a sample of staff paid in August;
- Test checked the payment of overtime per a sample of August payslips to the amount authorised by the Clerk; and
- Completed our month on month trend analysis of cash book payroll payments covering 2023/24 to identify any potential anomalies should they arise.

Conclusions

No issues requiring formal comment or recommendation have arisen from our work.

Fixed Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain a register of its assets: the Council has complied with the requirement with an appropriate register in place. The Register is maintained by DCK on a spreadsheet. It categorises assets, eg land and buildings, equipment, infrastructure etc. It identifies individual assets and records the cost and date of acquisition showing also disposals in the year, for inclusion in the AGAR.

We tested the additions during the year recorded in the Register to the accounts and agreed the total on the Register at the year-end to the AGAR section two at line 9. The main addition related to the new Pavilion at St Edmonds Park. For this we compared the cost of the scheme per the accounts and invoices from the contractor to the addition to the Register for reasonableness.

Conclusion

No matters arise from our work in this area.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through “investment/deposit” of surplus funds in interest bearing accounts/deposits. As noted previously in this report we have test checked the transactions on the CCLA account, in addition we:

- Note the Council has an investment policy in place; and
- Checked the receipt of new loan funds from the PWLB to supporting information and agreed the repayments in the year on the PWLB loans statements. At the year end we agreed the balance reported in the AGAR section two line 10 to the balance reported on the Government’s Debt Management Office website.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Statement of Accounts & AGAR

We are required as part of the IA reporting process to provide assurance that the Council’s financial records prepared during the year are maintained on the correct accounting basis and are pleased to confirm compliance with that requirement. We have also considered the basis for determining year-end debtors and creditors, which are primarily generated by the Omega Sales and Purchase ledgers, together with journal entries for accruals and prepayments at the financial year-end with no issues arising.

As stated previously in this report we have agreed key amounts including cash and bank balances, the precept, loans and fixed assets to the year end accounts and AGAR.

Conclusions

No issues have been identified in this area and based on the satisfactory conclusions drawn from our review programme, we have duly signed off the IA Certificate in the year’s AGAR assigning positive assurances in each relevant area.

We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year’s AGAR in relation to the documentation that should be displayed on the Council’s

website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Recommendation

Review of Income

	Response
R1	<p>The Council should continue to seek up to date booking agreements, although might find it helpful to review the approach retaining an annual overall agreement.</p> <p>This is work in progress. Officers are chasing also seeking to ensure detail of insurance is held.</p>
R2	<p>The Council should implement six monthly stock takes and prepare bar trading accounts.</p> <p>Regular stock takes are taking place, monthly at the Civic Hall. Officers are using the EPOS system to record units of alcohol purchase which can then be compared to sales to inform the expected stock to compare to actual stock.</p>

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

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- reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Didcot Town Council

www.didcot.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/10/2023 14/02/2024 07/06/2024

Name of person who carried out the internal audit

Chris Hackett for Auditina Solutions Ltd

Signature of person who carried out the internal audit



Date

07/06/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

DIDCOT TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

MINUTE TBC

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.DIDCOT.GOV.UK

WEBSITE ADDRESS

Section 2 – Accounting Statements 2023/24 for

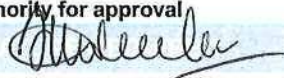
DIDCOT TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1107212	864773	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1241562	1331855	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	312726	2773659	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	- 632606	-735985	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	- 122603	-210080	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	- 1041518	-3065146	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	864773	959076	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	924336	1150507	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6934956	9350301	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1202317	35091407	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

MINUTE TBC

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date


DD/MYY

Smaller authority name: DIDCOT TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>25th May 2024</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MRS J. WHEELER - TOWN CLERK</u> <u>COUNCIL OFFICES - BRITWELL ROAD</u> <u>DIDCOT, OXON - 01235 812637</u></p> <p>commencing on (c) <u>26th June 2024</u></p> <p>and ending on (d) <u>6th July 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="text-align: center;">  </div> <p>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>J. WHEELER</u> <u>TOWN CLERK/RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Didcot Town Council

Full Council 24th June 2024

Report author: Janet Wheeler

Deferred from the Annual Meeting and P&A Committee



Appointments to working groups and external bodies and organisations

Introduction

1. This item was deferred from the Annual Meeting held on 14th May 2024 and was then further discussed at the meeting of the Personnel & Administration Committee held on 3rd June 2024.
2. Standing Order 19k offers the Annual Meeting the opportunity to “receive nominations and make appointments to working groups and external bodies and organisations”.
3. Attached is a list of the current working groups and external bodies that the Town Council has representatives on.

Recommendation

4. That Council seeks any further nominations and appoints members to existing working groups and outside bodies.

Legal Implications

5. None

Financial Implications

6. None.

Risk Implications

7. None.

Working Groups, Outside Bodies and Organisations

Working Group/outside body
Allotment Liaison Representatives (5) – one for each site
<ul style="list-style-type: none"> 1. Broadway Cllr N Hards 2. Cockcroft 3. Mereland Road 4. New Road Cllr D Rouane 5. Wantage Road Cllr A Jones
Allotment Liaison Group – Allotment Liaison Representatives (above) plus Community Officer and Allotment Administrator
Chair of this Group to be appointed – no current Chair
CCTV Management Group (Mayor or Leader plus Town Clerk) Mayor or Leader and the Town Clerk
Citizens Advice, Oxfordshire South and Vale (1) Cllr G Roberts
Didcot Arts and Community Association (1) Vacant
Didcot Chamber of Commerce (1) Cllr O Glover
Didcot North East Stakeholder Group (2) Cllrs Z Mohammed/N Hards
Didcot Powerhouse Advisory Group (1) Cllr T Worgan
Didcot Town Fayre Working Group (6) This event is now run outside of the DTC – members to decide whether they wish to retain representation
Didcot Garden Town Board (1 plus a substitute) Cllr C Jennings/Cllr K Morrison
Earth Trust Local Stakeholder Group (1) Cllr L Hislop/Cllr G Roberts
Fleet Meadow Community Trust – (7) Cllr M Khan/D Rouane/H Macdonald/ T Worgan/ Z Mohammed/ A Jones/L Hislop
Hagbourne Charities (2) to act as trustees ideally for a 4 year term Cllr C Jennings and Cllr O Glover
King Alfred Drive Community Centre (1) Cllr L Hislop
Ladygrove Management Group – (7) to look after all the assets in Ladygrove including the lakes and the recreation ground Cllr D Rouane/C Jennings/K Morrison/T Worgan/Z Mohammed/ O Glover/ J Broadbent
Oxfordshire Association of Local Councils (2) Cllr M Khan and Cllr K Morrison
Oxfordshire Larger Local Councils biannual meeting (1 plus the Town Clerk) Cllr C Jennings

Agenda item 9 – appointment to outside bodies

Working Group/outside body
Parish Transport Representative (1) Cllr T Worgan
Power Station Liaison Committee (2) Cllrs D Aragao; K Morrison; A Macdonald
Public Art Working Group (5) Cllrs T Worgan; H Macdonald; K Morrison; N Hards; D Macdonald
Sutton Courtenay Local Liaison Committee (1) Cllr O Glover
Traffic Advisory Group (open to all)
Twinning Association (1) Cllrs J Loder/A Macdonald
UKAEA Liaison Committee (1) Cllrs J Broadbent/K Morrison/T Worgan

ITEM 10 - MOTIONS

MOTION 1 - PROPOSED BY CLLR D. MACDONALD

This council notes that the cost-of-living crisis and the continued efforts to recover from the pandemic brings a new focus on ensuring that residents have access to enough fresh food for day to day living.

This council notes:

- The increasing need to put the health and well-being of residents at the heart of our corporate strategies.
- The powerful evidence which demonstrates the link between people's health and wellbeing and the availability of fresh locally produced food.
- That the cost-of-living crisis is creating real hunger reinforcing the need for healthy fresh food at an affordable price.
- That communities coming together to grow food can radically reduce costs to NHS and social care budgets by reducing loneliness and providing healthy food.
- That there is plenty of under used publicly owned land which could be used for community food growing while also improving the public realm.

This council agrees (or to the extent that the below concern executive functions, recommends to the executive) to adopt a right to grow on council owned land which is suitable for cultivation.

As a result, this council will:

- Identify and produce a map of all council owned land suitable for community cultivation.
- Make this land available for cultivation by a simple license to community organisations at no cost.
- Consider community food growing on sites awaiting development for other uses on a fixed term basis.

ITEM 10 - MOTIONS

MOTION 2 - PROPOSED BY Cllr S. NOHRE

Janet Wheeler

From: Sarah Nohre
Sent: 10 June 2024 23:28
To: Janet Wheeler
Cc: Tony Worgan; George Ryall; Chris Jennings
Subject: Motion for Full Council (Youth Council Working Group)

SECONDED BY Cllrs T WORGAN & G. RYALL

Follow Up Flag: Follow up
Flag Status: Completed

Dear Janet,

I hope you and the whole team are well. Thank you, as always, for the hard work you all do.

Below is a motion for a Youth Council working group for the upcoming Full Council Meeting on 24th June.

Is it possible to co propose this motion with myself, Cllr Ryall and Cllr Worgan? Or does it have to be one person proposing and one seconding? I am unsure how this works but I am aware both parties would like to be involved with the motion.

The motion is as follows:

This council notes that:

- Following a number of conversations with all parties, there is a consensus that Didcot is in need of a formal youth council. There are numerous youth councils across the country which bring many benefits to local communities. These include improved public policies regarding young people, creative and fresh thinking around important local challenges, youth leadership development, increased trust between youth and adults, and many more.
- It has been really positive to see support for this across the council. In order to make this happen in the best way, however, it is important we consult young people and council employees in the process. Therefore...

This council resolves to:

- Form a working group of interested councillors and young people with a mandate to:
 - investigate the practicalities of creating a youth council
 - consult with youth residents of Didcot
 - formulate a proposal to council which sets out the detail and costs involved in the establishment of a youth council.

Best wishes,
Sarah

Sent from [Outlook for Android](#)
Cllr Sarah Nohre
Email: snohre@didcot.gov.uk