



**ANNUAL MEETING OF DIDCOT TOWN COUNCIL
HELD ON MONDAY 13th MAY 2013
CIVIC HALL**

Note: These minutes are subject to approval as a true and correct record by the next meeting of the Council scheduled for 10th June 2013

1. PRESENT

Councillors: Mr P Read (Mayor)
Mr A Macdonald (Mayor Designate)
Mrs M Davies Mr N F Harris
Mrs E Hards Dr J Moody
Dr N Hards Mr S Wilgrove
Mr D Healy Mrs M Turner
Ms C Kiely Mr B Cooper
Mr R Hawlor Mrs A Birchall
Mr P Hayward Mr B Service (to minute 5)
Mr C Harrison Mr T Harbour (to minute 6)
Dr R Bulman

Officers: Mr D Stapleton (Town Clerk)
Ms K Dodd (Deputy Town Clerk)

Approximately 15 invited guests and members of the public

The Mayor, Councillor Mr P Read, welcomed everyone to the meeting and thanked the Council for the opportunity to have served Didcot during the past year and offered his congratulations to his successor for the coming year.

The death of Mr Iorwerth Evan Brown (known as Ted) was announced and a minutes silence observed. Mr Brown was a member of the Didcot Parish Council from 1960 to 1966, including two years as Chairman from 1964 to 1966.

2. ELECTION OF TOWN MAYOR 2013/2014

There being no other nominations the election of Councillor Mr A Macdonald, Mayor Designate, as Mayor for the year 2013/2014 was confirmed. Minute 414 of the Council minutes dated 11th March 2013 refers.

RESOLVED that Councillor Mr A Macdonald serve as Town Mayor for 2013/2014.

Councillor Mr A Macdonald signed his declaration of acceptance of office and took the chair.

Councillor Macdonald thanked members for electing him and also the outgoing Mayor for all his hard work and enthusiasm during the past year. He went on to say that he was humbled and honoured to have been elected and that he will promote and serve Didcot to the best of his ability during the coming year.

3. ELECTION OF DEPUTY MAYOR 2013/2014

There were two nominations, proposed and seconded, for Deputy Mayor, Councillors Mr S Wilgrove and Mr B Service. Upon being put to the vote it was:

RESOLVED that Councillor Mr S Wilgrove be elected Deputy Mayor for 2013/2014.

Councillor Mr S Wilgrove signed his Declaration of Acceptance of Office.

4. ELECTION OF LEADER OF THE COUNCIL 2013/2014

There were two nominations, proposed and seconded, for Leader of the Council, Councillors Mrs M Davies and Mrs M Turner. Upon being put to the vote it was:

RESOLVED that Councillor Mrs M Davies be elected Leader of the Council for 2013/2014.

5. ELECTION OF DEPUTY LEADER OF THE COUNCIL 2013/2014

There were two nominations, proposed and seconded, Councillors Mrs E Hards and Mr T Harbour. Upon being put to the vote it was:

RESOLVED that Councillor Mrs E Hards be elected Deputy Leader of the Council for 2013/2014.

Councillor Mr B Service gave apologies for the remainder of the meeting as he needed to go to work, and left the meeting.

6. APOLOGIES

Apologies were received from Councillors Mr A Bailey (personal) and J Murphy (business).

Councillor Mr T Harbour gave apologies for the remainder of the meeting due to a prior engagement and left the meeting.

7. DECLARATIONS OF INTERESTS

Members were reminded to declare any interests on any item on the agenda in accordance with the Council's Code of Conduct.

There were no declarations.

8. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES AND EMPLOYEES

Delegation arrangements are included in the Standing Orders and Financial Regulations which were dealt with later in the meeting at minute 15 (g) (ii) and 115 (g) (iv).

9. REVIEW OF TERMS OF REFERENCE/AREA OF COMPETENCY FOR COMMITTEES.

The Council has a scheme of delegation to committees which is included in Standing Orders, which was dealt with later in the meeting at minute 15 (g) (iv).

10. RECEIPT OF NOMINATIONS AND APPOINTMENTS TO EXISTING COMMITTEES

It was proposed but not seconded that Councillor Mr N F Harris be appointed to Finance and General Purposes Committee, therefore the proposal failed.

RESOLVED that the following appointments be agreed for 2013/2014.

It was noted that nominations of Chairs and Vice-Chairs are subject to election at the first meeting of each committee.

Finance and General Purposes – 8 Members	Environment – 7 Members	Planning and Development – 7 Members	Personnel and Administration - 5 Members
Chair:	Chair:	Chair:	Chair:
Vice-Chair:	Vice-Chair:	Vice-Chair:	Vice-Chair:
Leader (Ex-Officio-with Voting Rights) Dr R Bulman Mr T Harbour Dr N Hards Mr R Hawlor Mr P Hayward Mr D Healy Dr J Moody Mrs M Turner	Leader (Ex-Officio – with Voting Rights) Mrs A Birchall Mrs E Hards Mr R Hawlor Ms C Kiely Mr P Read Mrs M Turner Mr S Wilgrove	Leader (Ex-Officio-with Voting Rights) Mr B Bailey Dr N Hards Mr C Harrison Mr P Hayward Dr J Moody Mr P Read Mr S Wilgrove	Leader (Ex-Officio–with Voting Rights) Mr B Cooper Mrs E Hards Ms C Kiely Mr B Service Vacancy

Finance and General Purposes	Environment	Planning and Development	Personnel and Administration
Nominated Substitutes	Nominated Substitutes	Nominated Substitutes	Nominated Substitutes
Mrs A Birchall Mr B Cooper Mrs E Hards Mr C Harrison Ms C Kiely J Murphy Mr B Service Mr S Wilgrove	Dr R Bulman Dr N Hards Mr P Hayward Mr D Healy J Murphy Mr B Service	Mr B Cooper Mrs E Hards Mr R Hawlor Mr D Healy J Murphy Mr B Service	Mrs A Birchall Mr P Hayward Mr R Hawlor Mr P Read

11. **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE (INCLUDING, IF APPROPRIATE, SUBSTITUTE COUNCILLORS), AND RECEIPT OF NOMINATIONS TO THEM**

There were no new committees proposed.

12. **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Standing Orders and Financial Regulations had recently been reviewed, and dealt with at minute 15 (g) (ii) and minute 15 (g) (iv).

13. **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

A list of nominations for appointment to working groups and outside bodies was circulated prior to the meeting.

RESOLVED that the following appointments be agreed for 2013/2014

The brackets indicate the numbers normally nominated/agreed by Committee/Council and any notes.

- a. Allotment Liaison Representatives (5 – normally appointed by the Environment Committee) Mr R Bulman, Mrs M Davies, Mr T Harbour, Mrs E Hards, Mr S Wilgrove
- b. CCTV Management Group (1 plus the Town Clerk) Mrs M Davies
- c. Civic Parking Enforcement meetings (2 plus the Town Clerk) Mrs M Davies, Mrs M Turner
- d. Didcot Arts and Community Association (1) Mrs A Birchall
- e. Didcot Chamber of Commerce (1) Mr P Read

- f. Didcot Civic Hall Management Committee (6 plus the Town Clerk as Secretary/Treasurer, and the Civic Hall Manager) Mrs M Davies, Dr N Hards, Mr P Hayward, Mr D Healy, Ms C Kiely, Mrs M Turner
- g. Didcot Town Fayre Working Group (5 plus the Deputy Town Clerk and Information Centre Manager) Ms C Kiely, Mr A Macdonald, Mr P Read, Mr B Service, Mrs M Turner
- h. Didcot Volunteer Centre (1) Mr B Cooper
- i. Hagbourne Charities to May 2015 (2) Mrs M Turner, vacancy
- j. King Alfred Drive Community Centre (1) Mrs E Hards
- k. Ladygrove Community Centre Management Committee (3, in the past one of these has been the treasurer) Mr C Harrison, Mr P Hayward, Mr T Harbour
- l. Ladygrove Fishing Association (2) Mr A Bailey, vacancy
- m. E-Communications Working Group (5 plus the Deputy Town Clerk)) Mrs M Davies, Mr T Harbour, Mr P Hayward, Dr J Moody, Mr S Wilgrove
- n. Oxfordshire Association of Local Councils (2, historically this has been the Mayor and Deputy Mayor) The Mayor and the Deputy Mayor
- o. Oxfordshire Larger Local Councils biannual meeting (1 plus the Town Clerk) Mrs M Davies
- p. Parish Transport Representative (1) Mr P Hayward
- q. Portas Pilot Bid/Town Team (1 plus a substitute) Dr N Hards, substitute Mr P Read
- r. Power Station Liaison Committee (2) The Mayor and Mr B Cooper
- s. Sutton Courtenay Local Liaison Committee (formerly the WRG Liaison Committee) (1) Dr N Hards
- t. S106 Working Group (4) Dr N Hards, Mr P Hayward, Mr D Healy, Mrs M Turner
- u. Twinning Association (1) Mr P Read
- v. UKAEA Liaison Committee (1) Dr R Bulman

14. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Council held on 11th March 2013 be approved and signed as a true and correct record.

In response to a question it was explained that the Clerk's note at Minute 417 was at the request of Councillor Mr N F Harris after the meeting as he had intended to abstain from voting on the issue.

15. **TO RECEIVE THE COMMITTEE MINUTES AND CONSIDER ANY RECOMMENDATIONS**

(a) Environment Committee – 18th March 2013

RESOLVED that the minutes be received

(b) Planning and Development Committee – 20th March 2013

RESOLVED that the minutes be received

(c) Finance and General Purposes Committee – 25th March 2013

RESOLVED that the minutes be received

(i) **RECOMMENDATION MINUTE 454, 11 EOD REGIMENT REQUEST FOR A MEDALS PARADE AND TO EXERCISE THE FREEDOM OF DIDCOT**

It was reported that since the 25th March meeting a request for a revised date of 27th September had been received.

RESOLVED that 27th September 2013 is agreed for a Medals Parade and to exercise the Freedom of Didcot of 11EOD Regiment.

Clerks note: since the 13th May meeting a further request for a revised date of 4th October has been received this will be referred to the Finance and General Purposes Committee at the meeting scheduled for 20th May 2013.

(d) Planning and Development Committee – 3rd April 2013

RESOLVED that the minutes be received.

(e) Personnel and Administration Committee – 22nd April 2013

RESOLVED that the minutes be received

Councillor Mr N F Harris requested that it be recorded that he voted against receiving these minutes.

(f) Planning and Development Committee – 24th April 2013

RESOLVED that the minutes be received

(g) Finance and General Purposes Committee – 29th April 2013

RESOLVED that the minutes be received

(i) RECOMMENDATION, MINUTE 489, COMMUNITY GOVERNANCE REVIEW – SOUTH OXFORDSHIRE DISTRICT COUNCIL (SODC)

In response to a question it was explained that a copy of the consultation leaflet was expected to be delivered to every residence in Didcot, but as the post office would be doing the delivery the actual area would be dictated by post code and responses would be scrutinised for Didcot residence only.

It was commented that the North East development doesn't exist yet and cannot be consulted. It was added that it is an opportunity for the people of Didcot to give their views.

RESOLVED that the amended consultation leaflet, as circulated with the agenda for this meeting, is agreed and distributed to all residences in the town.

(ii) RECOMMENDATION, MINUTE 490, REVIEW OF FINANCIAL REGULATIONS (FRs)

The revised draft of Financial Regulations was proposed and seconded and it was **RESOLVED** that it is dealt with in accordance with Standing Order 50 (c), and the issue would be adjourned without discussion to the next ordinary meeting of the Council, scheduled for 10th June 2013.

(iii) RECOMMENDATION, MINUTE 491, INTERNAL AUDIT REPORTS FOR 2012-2013

RESOLVED that the audit report, as circulated with the agenda for the meeting of the Finance and General Purposes Committee held on 29th April 2013, is agreed

(iv) RECOMMENDATION, MINUTE 492, STANDING ORDERS REVIEW

The revised draft of Standing Orders was proposed and seconded and it was **RESOLVED** that in accordance with Standing Order 50 (c) the issue would be adjourned without discussion to the next ordinary meeting of the Council, scheduled for 10th June 2013.

16. MAYOR'S ANNOUNCEMENTS

MAYOR'S ANNOUNCEMENTS

The Mayor announced that he would be supporting the Felix Fund and the Balsam Family Project as his chosen charities during his Mayoral year.

20/3/13	Wed 11am	My Life My Choice, Baptist House	Mayor
22/3/13	Fri noon	De-synch at Didcot Power Station	Mayor
22/3/13	Fri	Didcot Civic Ball	Mayor & Escort
24/3/13	Sun	Henley Mayor's Civic Lunch	Mayor

29/3/13	Good Friday	Opening of Mountain Mania Store, Wantage Road	Mayor
5/4/13	Fri	SODC Charity Dinner	Mayor
17/4/13	Wed am	Memory Café	Mayor
17/4/13	Wed pm	Air Cadets, Newlands Avenue	Mayor
20/4/13	Sat 7pm	Carterton St Georges Day Dinner	Mayor & Deputy Mayor and Mayoress
21/4/13	Sun	Didcot Marathon Runners, London	Mayor
26/4/13	Fri eve	Wallingford Town Council Dinner	Mayor & Escort
27/4/13	Sat eve	The Crimps Charity Band Do, Didcot Conservative Club	Mayor & Escort
6/5/13	Mon pm	Didcot District Girl Guiding May Fair	Mayor
7/5/13	Tuesday	Didcot Day Centre	Mayor
11/5/13	Sat 11am	Litter Pick	Mayor
11/5/13	Sat 12 noon	Charity Rugby Match, Edmonds Park	Mayor

17. FINANCIAL STATEMENT

RESOLVED that:

- a. the list of bacs payments made between 1st March and 31st March 2013 amounting to £37,011.85 be authorised.
- b. the list of direct debit payments made between 1st March and 31st March 2013 amounting to £70,222.03 be authorised.
- c. the list of cheque payments made between 1st March and 31st March 2013 amounting to £10,451.33 be authorised.
- d. the list of bacs payments made between 1st April and 30th April 2013 amounting to £25,170.96 be authorised.
- e. the list of direct debit payments made between 1st April and 30th April 2013 amounting to £36,558.25 be authorised.
- f. the list of cheque payments made between 1st April and 30th April 2013 amounting to £933.60 be authorised.

18. NOTICE OF MOTION

Notice of Motion proposed by Councillor Mr N F Harris:

“Move that Didcot Town resident Eric Tappin of Laburnum Grove be presented, formally or informally, with a suitable memento by the Council to mark his 100th Birthday which was on March 31st this year. (For example a framed, certificate sized and suitably inscribed Town Crest).

Further that such presentations should become standard practice in the future for all the Town's residents who attain the age of 100 years and the landmark is known or made known to the Council.”

RESOLVED to defer this matter to the Finance and General Purposes Committee for report.

19. **CORRESPONDENCE**

There was no correspondence

20. **QUESTIONS TO THE LEADER**

a. Councillor Mrs M Turner reported that members of the Rugby Club have been asked to take part in the design and development of sports facilities at Didcot North East and that this had caused them confusion about where they stand on having a longer term home for the Rugby and Cricket club. She asked whether the Leader be prepared to meet with representatives of the club to allay any fears; with the 2015 Rugby world cup taking place they could be in a position for funding and time was critical.

The Leader replied that she had also had contact with members of the Rugby Club on this subject and that as many of the issues raised were the responsibility of the South Oxfordshire District Council she had contacted the Cabinet Member and was awaiting a response.

b. Councillor Mr N F Harris asked the Leader why the Annual Town Meeting was such a debacle?

The Leader responded that the Annual Town Meeting is a meeting of the town's people, called by the Mayor and not a Council meeting.

The Meeting commenced at 7.30pm and closed at 8.20pm.

Mayor