

Notice of the Mayor-Making meeting

Didcot Town Council

Tuesday 6th May 2025 7pm for 7.30pm

Main Hall, Didcot Civic Hall, Didcot



All Members of Didcot Town Council are summoned to attend the **Mayor-Making Meeting** of the Council on **Tuesday 6th May 2025 at 7.30pm**.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

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

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

Public participation

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

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

AGENDA

The business to be transacted at the meeting will be:

1. **Election of the Town Mayor for 2025/2026 and signing of Declaration of Acceptance of Office**
2. **Election of the Deputy Town Mayor for 2025/2026 and signing of Declaration of Acceptance of Office**
3. **Election of the Leader of the Council for 2025/2026**
4. **Election of the Deputy Leader of the Council for 2025/2026**
5. **To receive apologies**
6. **To receive declarations of interests**

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

Suspend Standing Orders to allow for:

- Speech from the incoming Mayor and confirmation of charities
- Review of the 2024-2025 year from Cllr A Jones - outgoing Mayor

7. **To review the Scheme of delegation to Committees under Standing Orders 100 - 112 and to employees under Standing Orders Section 4 and 5 – see attached report and schedule for each Committee**
8. **To confirm the meeting dates for the Council and Committee meetings for 2025-2026 civic year – see attached papers**
9. **To defer nominations to standing Committees to the Annual Meeting on 12th May 2025 but (in accordance with Standing Order 105) to receive nominations of Chair and Vice-Chair (subject to their election) at the first meeting of the Committee – see attached report**
10. **To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy for Town Councillor – papers to be sent to the elected members.**

Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer

Mrs Lucy Blake
Deputy Town Clerk

29th April 2025

Mayor-Making Meeting Tuesday 6^h May 2025

Report author: Janet Wheeler



Scheme of Delegation to Committees

Introduction

1. Standing Order 100 - 112 allows the full Council to delegate matters to the Standing Committees of the Council. The scheme of delegation is laid down in our current Standing Orders approved in June 2020 - but a small change has been approved by the F&GP Committee to ensure that all up-to-date mandatory information is included. *NB: These Standing Orders will be reviewed this year by a working group of Councillors.*
2. The dates of meetings for the Civic year 2025-2026 version 7 were ratified at the Council meeting held on 3rd March 2025.

The Scheme of Delegation:

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

Environment and Climate Committee

- a) Administration of the Town Council's Environment and Climate budget and any related cost centres related to "green" projects.
- b) The organisation of the management of the Council's Parks, Allotments, Cemetery; Millennium Wood and any other open and green spaces under the jurisdiction of the Council. The management of the play areas; outdoor fitness facilities and the Ladygrove Lakes.

- c) Environmental issues in and affecting the Town such as litter, grass verges, pavements, roads, re-cycling, footpaths and other similar matters.
- d) Policy issues connected with the environment of the Town for which the Council has responsibility.
- e) Public Art and projects which support civic pride such as hanging baskets.
- f) Responsibility for the organisation and parade on Remembrance Sunday.

Planning and Development Committee

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

Finance and General Purposes Committee

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

Personnel and Administration Committee

- a) Administrative matters.
- b) Review of administrative policies.
- c) The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer.

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

Property and Facilities Committee

- a) The operational running and maintenance of all the built properties owned or leased by Didcot Town Council including the Civic Hall; Loyd Pavilion; Willowbrook building; Outside Services Depot; the new Edmonds Park Pavilion and the splash pad. Fleet Meadow Community Hall is run as a charitable trust and DTC is the sole trustee. Northbrook Community Centre will be built by mid 2025.
- b) The operational running of the car parks at the Civic Hall and Willowbrook.
- c) The Committee will have responsibility for its own budget.
- d) Programme of improvements to all buildings and in particular to climate projects that will help reduce the carbon footprint.
- e) The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee.
- f) The Town's Christmas tree, lights and decorations.
- g) The Committee shall have delegated authority to spend within its authorised annual budget.
- h) This Committee to make decisions relating to the running of the civic events and other national celebrations.

Legal Implications

3. None

Financial Implications

4. None.

Janet Wheeler
Town Clerk

Proposed Schedule of Council and Committee Meetings 2025-2026 – version seven

Date	Meeting	Day	Time	Civic Year	Room
06/05/2025	Mayor Making - Ceremonial	Tuesday	7.30pm	2025/26	Main Hall
07/05/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
12/05/2025	Annual Meeting	Monday	7.30pm	2025/26	Ladygrove
19/05/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints
27/05/2025	Finance & General Purposes – Grants (26 th is Bank Holiday)	Tuesday	7.30pm	2025/26	All Saints
28/05/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
02/06/2025	Property & Facilities	Monday	7.30pm	2025/26	All Saints
09/06/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
16/06/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
18/06/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
23/06/2025	Full Council (Audit)	Monday	7.30pm	2025/26	Ladygrove
09/07/2025	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
14/07/2025	Property & Facilities	Monday	7.30pm	2025/26	All Saints
21/07/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
28/07/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints
30/07/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
04/08/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
20/08/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
08/09/2025	Full Council	Monday	7.30pm	2025/26	Ladygrove
15/09/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
17/09/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
22/09/2025	Properties & Facilities	Monday	7.30pm	2025/26	All Saints
29/09/2025	Environment and Climate	Monday	7.30pm	2025/26	All Saints
06/10/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
15/10/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
20/10/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
03/11/2025	Full Council	Monday	7.30pm	2025/26	Ladygrove
05/11/2025	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
17/11/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints

Proposed Schedule of Council and Committee Meetings 2025-2026 – version seven

24/11/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
26/11/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
01/12/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
08/12/2025	Property & Facilities	Monday	7.30pm	2025/26	All Saints
15/12/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
17/12/2023	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
05/01/2026	Full Council	Monday	7.30pm	2025/26	Ladygrove
07/01/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
12/01/2026	Property & Facilities	Monday	7.30pm	2025/26	All Saints
19/01/2026	Environment & Climate	Monday	7.30pm	2025/26	All Saints
26/01/2026	Finance & General Purposes - Grants	Monday	7.30pm	2025/26	All Saints
02/02/2026	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
04/02/2026	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
16/02/2026	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
25/02/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
02/03/2026	Full Council	Monday	7.30pm	2025/26	Ladygrove
09/03/2026	Property & Facilities	Monday	7.30pm	2025/26	All Saints
16/03/2026	Environment & Climate	Monday	7.30pm	2025/26	All Saints
18/03/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
23/03/2026	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
30/03/2026	Annual Town Meeting	Monday	7.30pm	2025/26	Main Hall
08/04/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
13/04/2026	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
29/04/2026	Planning and Development	Wednesday	7.30pm	2025/26	All Saints

Mayor Making Meeting Tuesday 6th May 2025

Report author: Janet Wheeler



Temporary confirmation of Chairs and Vice Chairs of standing Committees

Detailed consideration

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

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

Recommendation

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

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

Legal Implications

1. None

Financial Implications

2. None.