

Notice of a meeting of the

Property Review Committee

8th March 2018 at 7.30pm

Northbourne Room, Civic Hall, Didcot



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 Order 18-20 on a matter before the Committee).

At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements or petitions.

To find out about participation contact the Town Clerk.

Agenda

1. To receive apologies
2. 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
3. To agree the minutes of the meeting held 24th January 2017
4. Questions on the minutes as to the progress of any item
5. To progress the review including an assessment of its process and the information provided to date
 - (a) Didcot Civic Hall
 - (b) Didcot Town Council Offices
 - (c) Edmonds Park
 - (d) Loyd Rec
 - (e) Ladygrove Community Centre
 - (f) Didcot Cemetery
 - (g) Ladygrove Lakes & Park
 - (h) Allotments
 - (i) Fleet Meadow Community Centre
6. To consider a schedule of future meeting dates



Julie Perrin
Interim Town Clerk
1st March 2018

Voting committee members:

Councillors

Ms C Augustine
Mr S Connel
Mr N Hards

Mr N F Harris
Mr S Hewerdine

Didcot Town Council

Property Review Committee 24th January 2018 at 7.30pm 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:

Councillors:

Mr S Connel
Mr N Hards

Mr N F Harris
Mr S Hewerdine

Officer:

Ms J Perrin, Interim Town Clerk

2 members of the public

Public participation

South Oxfordshire District Councillor Elizabeth Gillespie and Brian McNamee Chairman of TRAIN spoke in favour of the expression of interest provided by TRAIN in relation to the vacant space at Willowbrook Leisure Centre.

365. Apologies

Cllr Ms Augustine tendered her apologies.

366. Declarations of interests

Whilst not disclosable pecuniary interests the Clerk was asked to note the following: Cllr Mr Hards declared that he was the Treasurer of the Ladygrove Community Centre. Cllr Mr Hewerdine declared that he had previously put before Council a proposal for bringing back into use the vacant space at Willowbrook Leisure Centre.

367. Minutes of the meeting held 5th December 2017

Proposed by Cllr Mr Hewerdine, seconded by Cllr Mr Connel it was

RESOLVED to agree as a correct record the minutes of the meeting held 5th December 2017.

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

None.

369. Willowbrook Leisure Centre vacant space

The Committee discussed the role of the Committee in relation to the vacant space at Willowbrook Leisure Centre. Proposed by Cllr Mr Hewerdine, seconded by Cllr Mr Connel it was

RESOLVED that the Committee should review the expressions of interest received, consider the information provided by the two organisations including the governance arrangements and make a recommendation to Council.

Consideration of both expressions of interest followed, these included information on the aims and objectives, method of operation and governance arrangements of the organisations involved. It was noted that Council had the option of approving one of the applications received or making alternative internal arrangements to bring the vacant space back into use.

Proposed by Cllr Hards, seconded by Cllr Connel it was resolved to

RECOMMEND to Council that the TRAIN expression of interest be selected and progressed, subject to confirmation that there are no relevant contractual implications with respect to the existing Willowbrook lease.

370. Meeting with VAT/accounts advisors

The committee considered a report asking Members to agree whether or not to arrange a meeting(s) with VAT/accounts advisors previously engaged by the Town Council/Civic Hall Management Committee.

The Committee discussed the value in meeting with the advisors when a comprehensive written report had been provided and a previous meeting had already been held with one of the advisors.

Proposed by Cllr Mr Harris, seconded by Cllr Mr Hewerdine it was

RESOLVED that meeting the two advisors outside the Committee framework would be of benefit and assist the Committee with their review.

Financial Regulation 61b(i) states that for expenditure of £5,500 or less in value the Town Clerk shall have executive power. The Interim Town Council agreed to use this delegated authority to approve the necessary expenditure of approximately £300.

371. Assessment of the review progress and information provided

The information provided to date and the accompanying tracker was noted. A further search of the files was requested to provide any Civic Hall Managers reports not already circulated with the documents provided.

The Committee discussed the need to speak with individuals who had relevant knowledge of any properties included within the review. Those gathering information outside the structure of Committee meetings agreed to provide a brief written account to the Chairman for onward circulation to all Members of the Committee.

372. Future Meetings

The Committee agreed to arrange three meetings, to be held on weekday evenings, as soon as possible. The first two private meetings with the VAT/accounts advisors, as agreed earlier in the meeting and the third to be a formal public meeting of the Committee.

The Clerk was asked to ascertain availability of the two advisors and Committee Members and arrange the meetings as required.

The meeting closed at 8:55 pm

Signed _____ Chairman Date _____