

## Notice of a meeting of the

### **Property Review Committee**

3<sup>rd</sup> April 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 8<sup>th</sup> March 2017
4. Questions on the minutes as to the progress of any item
5. Progressing the review and considering information received
  - a) Opportunity for individual committee members to give their personal preliminary summary of information received to-date by members
  - b) Preliminary possible ideas for recommendation as to the purpose, ethos, aims and aspirations of Civic Hall. Points arising from individual summaries
    - i) Purpose, ethos, aims and aspirations of Civic Hall
    - ii) Points as they apply to all management options
    - iii) Points as they apply to any particular management option
    - iv) Points not falling into ii) and iii) above
  - c) To consider if there is any outstanding or newly required information
6. Consideration of progress made in forwarding the Review and Committees Terms of Reference

## Terms of Reference

To carry out a comprehensive review of all property in which Council has an interest, and which is hired to the public for any form of payment, including but not limited to the Civic Hall. The Committee will consider both the advice from Wellers Hedleys and the Parkinson Partnership, and all other formal or informal agreements regarding the uses of the properties. It will recommend its preferred management structure for each property to Council no later than 30 April 2018. Matters to be considered by the Committee shall include, but not be limited to, the need for transparency, the availability for public use, the cost to the Council, and the local and national tax implications of both the current interests in the properties, but for the avoidance of doubt shall have no power to bind the Council to any action.

7. Date of Next Meeting



Julie Perrin  
Interim Town Clerk  
26<sup>th</sup> March 2018

## **Voting committee members:**

### **Councillors**

Mr N F Harris (Chairman)

Ms C Augustine

Mr S Connel

Mr N Hards

Mr S Hewerdine

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## Didcot Town Council

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### **Property Review Committee**

8<sup>th</sup> March 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 N F Harris (Chairman)  
Ms C Augustine

Mr N Hards  
Mr S Hewardine

#### **Officer:**

Ms J Perrin, Interim Town Clerk

#### **Public participation**

None.

#### **432. Apologies**

None.

#### **433. Declarations of interests**

None.

#### **434. Minutes of the meeting held 24<sup>th</sup> January 2018**

Proposed by Cllr Mr Hewardine, seconded by Cllr Mr Hards it was

**RESOLVED** to agree as a correct record the minutes of the meeting held 24<sup>th</sup> January 2018.

#### **435. Questions on the minutes as to the progress of any item**

None.

Cllr Ms Augustine apologised for arriving late and joined the meeting.

#### **436. Review of progress and information provided**

(a) Fleet Meadow Community Centre

It was noted that the Community Centre was sited on land in the ownership of Didcot Town Council.

A check of the Charity Commission website was to be undertaken by the Town Clerk. Providing that all necessary returns have been provided no additional information was requested and further consideration of this property was not felt necessary as things stand.

(b) Allotments

It was noted that the Environment Committee and Allotment Liaison Group work together in managing the allotments and addressing any matters arising. No additional information was requested and further consideration of this property was not felt necessary as things stand.

(c) Ladygrove Lakes & Park

Cllr Hewardine reported that he had not yet met with the Outdoor Services Manager but would arrange to do so outside the structure of the Committee in his role as Ward Councillor.

No additional information was requested and further consideration of this property was not felt necessary as things stand.

(d) Didcot Cemetery

No additional information was requested and further consideration of this property was not felt necessary as things stand..

(e) Ladygrove Community Centre

Cllr Hards provided some background information regarding the operation of the Community Centre. It was noted that the Community Centre was an unincorporated organisation and not a Charity. The management structure had been created by Officers at Oxfordshire County Council (OCC) and could present an obstacle should the All Saints School wish to apply for academy status.

Following some further discussion it was proposed by Cllr Hards, seconded by Cllr Herwerdine and resolved to

**RECOMMEND to Council** that the Town Council writes to OCC requesting a review of the management structure of this important community facility for the following reasons:

- To consider if the organisation would benefit from becoming a Charity.

- To consider the organisations current structure as to its appropriateness including its banking procedures.
- Appointing organisations do not always appoint Trustees and of those Trustees who are appointed many do not attend meetings regularly.
- There are limited times of use for casual users who find it difficult to make bookings.
- The relationship of the organisation with All Saints School may create an obstacle should the School wish to seek academy status.

(f) Loyd Recreation Ground

It was noted that consultation on the replacement of the dilapidated pavilion was underway. The need to consider the VAT implications associated with any major building work was indicated. No additional information was requested and further consideration of this property was not felt necessary as things stand.

(g) Edmonds Park

It was noted that the project to deliver a new outdoor services depot was underway along with consultation on the replacement of the dilapidated pavilion. The need to consider the VAT implications associated with any major building work was indicated. No additional information was requested and further consideration of this property was not felt necessary as things stand..

(h) Didcot Town Council Offices

No additional information was requested at this time.

(i) Didcot Civic Hall

Discussion took place on a variety of different aspects of the historic and current management of the Civic Hall. The Committee questioned the provision of the Civic Hall free of charge for the Mayors Ball and Remembrance Sunday gathering. Clarification was to be sought as to the number of other events benefiting from the use of the hall facilities free of charge. Advice from Mr S Parkinson on the matter of the free use of the hall for these events was to be requested.

Cllr Harris reported that he was investigating and verifying a very serious matter. If the details were confirmed he would provide the relevant information to the Committee at the next meeting.

It was noted that the Civic Hall Management Committee had recently agreed to dispose of a number of unwanted items including some additional staging. The Committee asked that concern be expressed to the Civic Hall Management Committee regarding this agreed disposal of staging that may have been purchased for external use.

### **437. Future Meetings**

The Committee agreed that three further meetings of the Committee should be arranged within the time available to 30<sup>th</sup> April 2018.

In considering the Civic Hall and Town Council Offices it was noted that having gathered a large amount of information it was now necessary to look at the future management options.

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

The meeting closed at 9:30 pm

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_