

**Finance and General Purposes Committee**  
Monday 20<sup>th</sup> August 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:

Miss J Billington (Chairman)  
Dr S Clarke  
Mr A Dearlove  
Mr D Healy

Ms P Siggers  
Mr S Connel (substituting)  
Mr N Hards (substituting)

### Officer:

Mr C Wayman, Town Clerk  
Ms J Perrin, Support Officer

One member of the public

### Public participation

The Fundraising Manager for Oxford Deaf and Hard of Hearing Centre addressed the Committee in relation to a grant application due to be considered later in the meeting. The application sought funding to deliver deaf awareness training to Didcot businesses, travel services and visitor attractions.

Members sought clarity on the structure of the Charity, anticipated timescales for delivering the training and assurance that any training funded by the Town Council would be delivered only to Didcot based organisations/small businesses.

### 180. Apologies

Cllrs Mr T Harbour and M Khan tendered their apologies. Cllrs Mr S Connel and Mr N Hards substituting.

## **181. Declarations of interests**

None.

## **182. Minutes of the meeting held 23<sup>rd</sup> July 2018**

Proposed by Cllr Mr Dearlove, seconded by Cllr Mr Healy it was

**RESOLVED** to agree, as a correct record the minutes of the meeting held 23<sup>rd</sup> July 2018 and to sign them as such.

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

None.

## **184. Grant aid applications**

The Committee considered one grant aid application:

- a) Oxford Deaf and Hard of Hearing Centre  
Application amount £1,000

To fund the delivery of deaf awareness training to Didcot businesses, travel services and visitor attractions.

Members welcomed the initiative and recognised the number of Didcot residents who would benefit from frontline staff receiving deaf awareness training. Members considered that the training should be focused on small businesses and local attractions to include the Town Council and Civic Hall. Proposed by Cllr Mr Dearlove, seconded by Cllr Mr Healy it was

**RESOLVED** to make a grant award of £1,000.

## **185. Grant aid reports**

None.

## **186. Financial statements and budgets as at 31<sup>st</sup> July 2018**

The Committee considered and **NOTED** the financial statements and budgets as at 31<sup>st</sup> July 2018 along with a bank reconciliation report.

## **187. Internal Audit Action Plan**

Members considered a report and updated action plan to monitor progress on recommendations arising from the 2017/18 Interim and final Internal Audit.

The report and action plan update were **NOTED**.

## 188. Town Fayre Working Group Report

The Committee congratulated the team from Play2give and Sustainable Didcot who, with the support of the Town Council, were responsible for staging a very successful and enjoyable Town Fayre. A final report was to be provided to the next meeting of the Committee.

## 189. Policy and Procedure Adoption

The Committee considered a report recommending the adoption of four draft policies/procedures. Three arising from recommendations provided in the Internal Audit report.

Having considered the draft documents it was proposed by Cllr Miss Billington, seconded by Cllr Dr Clarke and

**RESOLVED** that the following draft policies be adopted as written with some minor typographical corrections:

- Anti-Fraud and Corruption Policy
- Financial Procedures
- Gifts and Hospitality Policy

**RESOLVED** to **RECOMMEND TO COUNCIL** that the draft Petitions Policy be adopted with an amendment that, for validation purposes, all petition signatories must provide a postal address, to include a postcode. The provision of an additional email address would be optional.

The draft document and petition template would be amended to reflect this change prior to consideration by Council.

## 190. Civic Hall Charity Working Group

The Committee considered a report asking the Committee to create a new working group to progress the formation of a Charity to manage Didcot Civic Hall.

Proposed by Cllr Miss Billington, seconded by Cllr Mr Healy it was

**RESOLVED** to form a new working group as follows:

Name of working group	Civic Hall Charity Working Group
Membership	Cllrs S Clarke, N Hards, N Harris, S Hewerdine, D Macdonald, B Service & A Thompson  Officer support: Town Clerk
Purpose	To progress the formation of a Charity to manage Didcot Civic Hall  No delegated authority

Task & finish or ongoing	Task & finish
Meetings	At the working groups discretion
Reporting	To the Finance & General Purposes Committee
Minutes published	Accurate summary notes provided to Finance & General Purposes Committee
Public attendance	Encouraged by arrangement (due to meeting location within Town Council offices) – notices displayed to advertise meetings being held

### **191. Soll Leisure Rebranding**

The Committee considered a request from Soll Leisure to rebrand their operation at Willowbrook Leisure Centre to reflect the brand 'Park Club' in line with their other local operations. The name Willowbrook Leisure Centre would remain.

Proposed by Cllr Mr Connel, seconded by Cllr Dr Clarke it was

**RESOLVED** to approve the rebranding as requested.

### **192. Commemorative Art Work Installation**

The Committee considered a request from Didcot Civic Hall Management Committee to allow the installation of commemorative art work to the exterior of the building within the garden area. The installation was to be provided at no cost to the Town Council or to the Civic Hall Management Committee and would commemorate those who lost their lives when part of Didcot A Power Station collapsed unexpectedly. Members considered the Civic Hall garden an appropriate and accessible location for such an installation. It was noted that several people lost their lives at the site during the original construction and operation of the Power Station. Proposed by Cllr Mr Hards, seconded by Cllr Dr Clarke it was

**RESOLVED** to approve the installation.

The meeting closed at 8.26 pm.

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