

# Annual Council Meeting

## Committee Meeting of Witney Town Council



**Wednesday, 7th May, 2025 at 7.00 pm**

To members of the Annual Council Meeting Committee - J Aitman, O Collins, R Smith, A Bailey, R Crouch, G Meadows, D Newcombe, D Enright, S Simpson, D Temple, G Doughty, J Doughty, J Robertshaw, D Edwards-Hughes, T Ashby, J Treloar and A Mubin (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

### **Admission to Meetings**

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

### **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Deputy Town Clerk or Committee Clerk know before the start of the meeting.

### **Agenda**

1. **Election of Town Mayor 2025/26**

To receive nominations for the position of Chair/Mayor for the civic year 2025/26 and to elect the Chair/Mayor.

2. **Election of Deputy Mayor 2025/26**

To receive nominations for the position of Deputy Chair/Mayor for the civic year 2025/26 and to elect the Deputy Chair/Mayor.

3. **Designation of Mayor's Chaplain**

To note and confirm the Rev'd Dr Hester Jones as Mayor's Chaplain for the Council term.

4. **Election of Leader 2025/26**

To receive nominations for the position of Leader of Witney Town Council for the council year and to elect the Leader.

5. **Election of Deputy Leader 2025/26**

To receive nominations for the position of Deputy Leader of Witney Town Council for the Council year and to elect the Deputy Leader.

6. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) **prior** to the meeting, stating the reason for absence.

Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

7. **Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

8. **Minutes** (Pages 4 - 12)

To approve and adopt the minutes of the Council Meeting held on 14 April 2025 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

9. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

10. **Appointment of any new Committees** (Pages 13 - 15)

To consider whether to create any new Council Committees in accordance with Standing Order 30.

11. **Adoption of Meetings Calendar** (Page 16)

To formally adopt the timetable of Council Committee meetings for the 2025/26 municipal year.

12. **Review (or request for the Town Clerk to review) any terms of reference**

To consider whether any Committee terms of reference should be reviewed for the municipal year 2025/26.

13. **Scheme of Delegation**

Due to the proposed Committee changes, the scheme of delegation will be reviewed ahead of the next meeting on 23 June 2025.

14. **Appointment of Committees, Sub-Committees & Working Parties and the Election of Chairs** (Pages 17 - 19)

To receive and consider the report of the Deputy Town Clerk, and appoint Members to the Standing Committees, Sub-Committees, Working Parties, Task & Finish Groups and elect Chairs for the municipal year 2025/26.

15. **Appointment to Advisory Committees & External Bodies/Outside Organisations** (Pages 20 - 23)

To receive and consider the report of the Deputy Town Clerk and appoint Members to Advisory Committees & External Bodies/Organisations and elect Chairs for the municipal year 2025/26.

16. **Review of Council Policies**

To review any Council policies, if appropriate in accordance with Standing Order 11

a) **Standing Orders** (Pages 24 - 53)

To receive and consider the report of the Deputy Town Clerk and accompanying Standing Orders Review.

b) **Financial Regulations**

To note the Council's current Financial Regulations are under review and stand adjourned until the Policy, Governance & Finance Committee scheduled for 9 June 2025.

c) **Code of Conduct** (Pages 54 - 67)

To reaffirm adoption of the Council's Code of Conduct (attached). The code of conduct has been adopted by Oxfordshire Councils as a standard model and there are no proposed changes.

17. **Councillor Attendance 2024-25** (Page 68)

To receive the annual attendance list for Town Councillors during the municipal year 2024-25.

It should be noted Members are expected to attend all meetings they are summonsed for however they are volunteers and may not be able to attend for a variety of reasons such as ill health or caring commitments.



Town Clerk

**FULL COUNCIL COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 14 April 2025**

**At 7.04 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor O Collins (Chair)

|              |                 |  |
|--------------|-----------------|--|
| Councillors: | A Bailey        | A Mubin  |
|              | G Meadows       | G Doughty  |
|              | J Aitman        | J Doughty  |
|              | T Ashby         | D Newcombe   |
|              | D Enright       | S Simpson  |
|              | R Smith         | J Treloar  |
| Officers:    | Sharon Groth    | Town Clerk   |
|              | Adam Clapton    | Deputy Town Clerk                                  |
|              | Derek Mackenzie | Senior Administrative Officer &<br>Committee Clerk |
| Others:      | None.           |  |

**202    APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Robertshaw, R Crouch & D Edwards-Hughes.

**203    DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

**204    MINUTES**

The minutes of the Council meeting held on 17 February 2025 were received.

**Resolved:**

That, the minutes of the Council meeting held on 17 February 2025 be approved as a correct record of the meetings and be signed by the Chair.

**205    PUBLIC PARTICIPATION**

There was no public participation.

206 **WITNEY COMMUNITY POLICING ISSUES**

There was no representative from Thames Valley Police present.

*Councillor A Mubin arrived at 7:08pm during the following agenda item.*

207 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

West Oxfordshire District Council (WODC)

Cllr J Doughty reported on the housing situation within the district which was currently extremely stretched due in part to the lack of available properties. Private landlords continued to sell properties rather than these remaining as rental housing stock. Officers were working at capacity however should Members have anyone with needs they should be directed to the Welch Way Office.

Cllr D Enright and Cllr R Smith also added their concerns with Cllr Smith reassuring Members that WODC were looking at ways to fill these gaps however, there was a lack of suitable properties. Support was also being provided by way of loans to landlords to bring empty homes back into use.

Cllr D Enright provided updates which included the repurposing of the Elmfield site to provide a new business centre with flexible units and a café. He also updated Members on the developments within the Marriotts shopping area such as the new decorations and the consultation taking place with tenants regarding a new layout of the centre.

He had also been working with the Witney Chamber of Commerce to review the attraction of visitors and shoppers to Witney and welcomed the long-awaited plans for the new layout of the High Street which were due to be presented in May after the County Council Elections. In addition, a motion had been passed concerning provision of banks and banking hubs in the District.

Cllr R Smith advised that the Community Infrastructure Levy agreement was due to be signed off by WODC in June. Also, that the electoral boundary review had been postponed due to the impending devolution and reorganisation of Oxfordshire's local government organisations.

**Resolved:**

That, the updates be noted.

208 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

RAF Brize Norton Local Consultation Group

Cllr D Newcombe reported back on a recent meeting where much of the discussion was in relation to minor ground maintenance issues, such as grass cutting and hedge maintenance along with noise complaints from aircraft activity. The consultation group had been assured that measures were in place to mitigate noise. The Council understood this would be something expected from the UK's largest operational air base.

Witney Allotment Association (WAA)

Cllr R Smith advised that the WAA had held their Annual General Meeting which she has facilitated as Chair. It was hoped that the two new sub-committees would now work toward their establishments and separation of the agreed activities.

Witney Sports & Social Club

Cllr Smith also updated on the recent Annual General Meeting and the Committee welcomed the upcoming redevelopment, the financing of which they hoped would be attainable by the Council.

Witney Town Band

Cllr O Collins had attended the recent Annual General Meeting. He reported that their finances and moral was good and that they had passed on their thanks to the Council for the support which had been provided to them over the past years.

Witney Twinning Association

Cllr Collins also advised of the plans for the celebration of the anniversary of the two twin towns which would take place on 2<sup>nd</sup> May with an event in the Corn Exchange. All Members were welcome to attend and were reminded to respond to the invitation that had been sent by Friday 18 April.

Cllr A Bailey advised, as Chair of the Climate, Biodiversity & Planning Committee, he had attended a workshop regarding the introduction of Oxfordshire's Local Area Energy Plans (LAEPs) which was concerned with how the County could be powered by renewable, locally generated energy in the future.– He advised he would keep the Council updated with any future information and on developments.

**Resolved:**

That, the updates be noted.

209 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 4 MARCH & 25 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Climate, Biodiversity & Planning Committee meetings held on 4 March & 25 March be received and any recommendations therein approved.

210 **PARKS & RECREATION COMMITTEE - 10 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

PR 142 – The Town Clerk/CEO presented a plaque received from Witney Town Football Club which was to be displayed in the Corn Exchange as a recognition of the agreed community partnership.

**Resolved:**

That the minutes of the Parks & Recreation Committee meeting held on 10 March be received and any recommendations therein approved.

211 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 17 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 17 March be received and any recommendations therein approved.

212 **STRONGER COMMUNITIES COMMITTEE - 24 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

That the minutes of the Stronger Communities Committee meeting held on 24 March be received and any recommendations therein approved.

213 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 31 MARCH**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Additionally, the Chair of the Committee provided a short verbal update of the decisions made at the special meeting of the Committee that had immediately proceeded this Council meeting. Full minutes would be prepared and presented at the next meeting.

**Resolved:**

1. That, the minutes of the Policy, Governance & Finance Committee meeting held on 17 March be received and any recommendations therein approved and,
2. That, the verbal update from the Special meeting held on 14 April be noted and the recommendations be approved.

214 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor and Mayor's Secretary which highlighted the civic engagements of the Mayor and Deputy since the last meeting.

The Mayor advised that the two performances of "every Brilliant Thing" had been well attended and had resulted in an amount of over £1,100 being raised for the Mayor's charities. He thanked all those that had attended as well as the generosity of the writer, the sole performer and the Corn Exchange staff.

He expressed thanks to his Deputy and Secretary for the support they had provided over this period as it was his final meeting as Mayor, he also extended those thanks to all Members.

**Resolved:**

That, the report be noted.

215 **MAYOR ELECT**

The Chair, Cllr O Collins invited nominations for the position of Town Mayor for the ensuing municipal year.

Cllr Collins proposed his Deputy, Cllr A Bailey to serve as Town Mayor. With no further nomination's forthcoming, a vote was taken and other than one abstention, Members were unanimous in agreement.

Therefore, Cllr A Bailey was duly voted Mayor Elect by the Council for the municipal year 2025/2026.

**Resolved:**

That, Cllr Andy Bailey be voted Mayor Elect/Designate for the ensuing municipal year.

*Councillor G Meadow left the meeting at 7:31pm*

216 **HEALTH & SAFETY**

The Council received the report of the newly appointed Compliance and Environment Officer regarding Health & Safety matters.

Members welcomed the report and the regular updates that it provides.

**Resolved:**

That, the report be noted.

217 **VANDALISM & ANTI SOCIAL ANTI-SOCIAL BEHAVIOUR**

The Council received a list of vandalism reports since the last meeting.

Members were disappointed to see the detail recorded however, thanked the Operations Team for stepping in and dealing with incidents as soon as possible.

**Resolved:**

That, the report be noted

218 **ANNUAL TOWN MEETING MINUTES - 19 MARCH 2025**

The Council received the minutes of the Annual Town Meeting held on 19 March.

The Chair expressed his thanks to the Councillors who had attended and that it had been an enjoyable evening with no kerfuffle or major issues.

The Committee Clerk provided a verbal update of the action taken as a result of questions that arose in the meeting which had been passed to other organisations for actioning. Members thanked him for resolving these so swiftly and asked the Officers consider publication of this work to update residents.

**Resolved:**

1. That, the minutes of the Annual Town Meeting held on 19 March be noted and,
2. That, the verbal update be noted and publicised in the most appropriate way.

*Councillor G Meadow returned to the meeting at 7:36pm*

219 **CIVILITY & RESPECT UPDATE**

The Council received the report of the Deputy Town Clerk which provided a reminder to Members of the National Association of Local Council's (NALC) Civility & Respect pledge which Witney Town Council signed up to in October 2022.

It was emphasised to all Councillors that the pledge covered all aspects of their engagement. .

Members were also reminded of the training opportunities that were available to them and should contact the Deputy Town Clerk to participate in any of them.

**Resolved:**

1. That, the report be noted and,
2. That, the Councils adherence to the NALC Civility & Respect pledge be noted and,
3. That, Members review and consider any training requirements in order to fulfil their roles.

220 **GOVERNANCE – REGISTER OF INTERESTS, HOSPITALITY & DATA PROTECTION**

The Council received the report of the Deputy Town Clerk this time providing a reminder to Councillors of their obligations concerning the declarations of their interests, hospitality and data protection.

Members were reminded of the Data Protection training session scheduled for 14 June 2025, those who were unable to attend the previous session were strongly encouraged to attend the June session.

**Resolved:**

1. That, the report be noted and,
2. That, Members note their obligations regarding Register of interest, Gifts & Hospitality and Data Protection and,
3. That, a data protection training session will be run for all Members on 14 June 2025.

221 **COMMUNICATION FROM THE LEADER**

There was no communication from the Leader.

222 **BRONZE NALC LOCAL COUNCIL AWARD SCHEME**

The Council received correspondence relating to the awarding of the National Association of Local Councils Bronze Award to the Council.

Members offered their thanks to Officers, in particular the Deputy Town Clerk, who had worked extremely hard to ensure that that Council met the required standards.

The award was evidence that the Council was well managed and governed in line with legislation.

**Resolved:**

That, the correspondence be noted.

223 **COURTSIDE CIC**

The Council received a confidential update from Courtside CIC regarding the progress of the Leys Community Hub.

A Member asked what arrangements were in place by Courtside to provide activities for older residents. Officers advised they would follow this up with Courtside and report back.

**Resolved:**

1. That, the correspondence be noted and,
2. That, Officers ask for details of activities for older residents from Courtside.

224 **ENVIRONMENT AGENCY - FLOODING & LOCAL PLAN 2041**

The Council received correspondence from the Environment Agency which was in reply to the Council letter of 6 January regarding the Flooding & Local Plan 2041.

**Resolved:**

That, the correspondence be noted.

225 **PCC FEBRUARY & MARCH NEWSLETTERS**

The Council received notice of the Police & Commissioners February & March 2025 newsletters.

**Resolved:**

That, the correspondence be noted.

226 **OXFORDSHIRE COUNTY COUNCIL - CHURCH GREEN & CORN STREET PARKING RESTRICTIONS**

The Council received notification of the amendments to the Parking restrictions which had come into effect on 7 April 2025.

**Resolved:**

That, the correspondence be noted.

227 **WODC NET ZERO UPDATES FOR SALT CROSS GARDEN VILLAGE**

The Council received an update of progress on the Salt Cross Garden Village Net Zero aims.

**Resolved:**

That, the correspondence be noted.

228 **THAMES VALLEY FLOOD SCHEME**

The Council received notification from the Environment Agency regarding the closure of the Thames Valley Flood Scheme.

**Resolved:**

That, the correspondence be noted.

229 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions for the Leader of the Council.

230 **SEALING OF DOCUMENTS**

The Town Clerk advised that the following documents were sealed by the Council.

| Date             | No of Seal | Nature of Document   |
|------------------|------------|--|
| 18 February 2025 | 93         | Lease of Unit 29 Stanley Court in duplicate with HTF Holdings  |
| 18 February 2025 | 94         | Rent Deposit Deed for Lease of Unit 29 Stanley Court in duplicate with HTF Holdings  |
| 11 March 2025    | 96         | Declaration of Nature Reserve under the National Parks & Access to the Countryside Act 1949  |
| 18 March 2025    | 97         | Renewal/Extension to the lease for Unit 3 Coseley Building, Windrush Industrial Estate, Witney with Welland Property Trustee Ltd. (Previous Seal ref 90 refers). |

The Chair also advised that the certificates presented to recipients of Citizen of the Year Awards had also been sealed.

**Resolved:**

1. That, the above sealed documents be noted and,
2. That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

---

The meeting closed at: 7.47 pm

---

Chair

## ANNUAL COUNCIL



---

**Agenda Item:** Appointment of any New Committees

**Meeting Date:** Wednesday, 7th May 2025

**Contact Officer:** Deputy Town Clerk

---

The purpose of this report is to consider whether to create any new Council Committees in line with Standing Orders 11(d)(x) and 30.

### Background

The Town Council currently has five standing committees which report back to the Full Council in each meeting cycle.

### Current Situation

The Town Council declared a Climate Emergency on 26<sup>th</sup> June 2019 in which it was resolved:

‘Witney Town Council joins other Councils in declaring a Climate Emergency, and commits to the vision of carbon neutrality by 2028 at the latest’

With limited time remaining before 2028, it is proposed that the Council’s Climate, Biodiversity & Planning Committee be divided into two separate committees: **Planning & Development** and **Climate & Biodiversity**. The latter would meet in person three times per year to focus on advancing climate and biodiversity issues in line with adopted Council policy. A proposed Committee Structure is attached as Appendix A.

Following reports include the proposed new Committee.

### Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – progression of biodiversity issues.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – progression of climate issues.

### Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

## **Recommendations**

Members are invited to note the report and

1. consider the proposed new Council Committees – Planning & Development and Climate & Biodiversity.

# Full Council

Sets the Precept  
Oversees and ratifies Committee Decisions  
Approves the borrowing of money  
Sets the delegation powers of committees and approval of standing orders  
Approves timetable of meetings/committee structure/membership & appointment to outside bodies etc.  
Deals with matters relating to elections



## Council Committees

|  |   |  |   |  |   |
|--|---|--|---|--|---|
| <b>Climate &amp; Biodiversity Committee</b><br><br>Energy Efficiencies & Carbon Neutrality<br>Biodiversity<br>Waterways<br>Lake & Country Park Management<br>Planting/Floral Displays<br>Treestock | <b>Planning &amp; Development Committee</b><br><br>Consultations on Planning & Licencing Applications<br>Street Naming Applications<br>Flooding<br>Highway Issues/Witney Traffic Advisory | <b>Parks &amp; Recreation Committee</b><br><br>Sports Pitches<br>Recreation Grounds<br>Play Areas<br>Skate Park<br>Splash Park | <b>Halls, Cemeteries &amp; Allotments</b><br><br>Public Halls<br>Cemeteries<br>Closed Churchyards<br>Allotments | <b>Stronger Communities</b><br><br>Communications<br>Community Engagement<br>Youth Services<br>Street Furniture & Infrastructure<br>Third Party Events<br>In Bloom Entries | <b>Policy, Governance &amp; Finance</b><br><br>Financial, human and property resources<br>Civic Items<br>Grants<br>Policy Matters<br>Audit & Legislation<br>Recommends Budget & Precept |
|--|---|--|---|--|---|

## Sub- Committees & Working Party's

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  | VE & VJ Day 80 <sup>th</sup> Anniversaries<br>Community Voices | Personnel Sub-Committee<br>Disciplinary & Grievance Panel<br>Community Governance Review<br>Pavilion Working Party |
|  |  |  |  | Witney Youth Council   |  |

# Witney Town Council – Calendar of Meetings 2025-26

|   |     |         | All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda |                     |                              |                               |                             |                              |          |
|---|-----|---------|--|---------------------|------------------------------|-------------------------------|-----------------------------|------------------------------|----------|
| PLANNING & DEVELOPMENT                                      | 6pm | Tuesday | 13 May<br>3 Jun *†   | 24 Jun<br>15 Jul *† | 5 Aug<br>26 Aug<br>16 Sep *† | 7 Oct<br>28 Oct<br>18 Nov*†   | 9 Dec<br>6 Jan<br>27 Jan *† | 17 Feb<br>10 Mar<br>31 Mar*† | 21 Apr*† |
| CLIMATE & BIODIVERSITY                                      | 6pm | Tuesday | 20 May   |                     | 9 Sep                        |                               | 13 Jan                      |                              |          |
| PARKS & RECREATION  | 6pm | Monday  | 12 May   | 30 Jun              | 1 Sep                        | 3 Nov                         | 12 Jan                      | 9 Mar                        |          |
| HALLS, CEMETERIES AND ALLOTMENTS                            | 6pm |         | 19 May   | 7 Jul               | 8 Sep                        | 10 Nov                        | 19 Jan                      | 16 Mar                       |          |
| STRONGER COMMUNITIES  | 6pm |         | 2 Jun ×  | 14 Jul              | 15 Sep                       | 17 Nov                        | 26 Jan                      | 23 Mar                       |          |
| POLICY, GOVERNANCE & FINANCE<br>(& Personnel sub-committee) | 6pm |         | 9 Jun  | 21 Jul              | 22 Sep                       | 24 Nov                        | 2 Feb                       | 30 Mar                       |          |
| COUNCIL   | 7pm |         | 23 Jun***  | 28 Jul              | 6 Oct                        | 8 Dec<br>15 Dec **<br>5 Jan ~ | 16 Feb                      | 13 Apr                       |          |

## Sub- Committees

## Working parties

**Annual Council Meeting** – Wednesday 6 May 2026

**Annual Town Meeting** – Wednesday 18 Mar 2026

**NOTE:** CHRISTMAS BREAK – Meetings will not be called between 16 Dec 2025 and 05 Jan 2026 unless deemed necessary

\* Indicates Full Planning Committee Meeting, including minutes      † Meeting to incorporate Environmental/Climate Items  
Full Planning/Environmental meetings will be held ‘in person’ with other planning meetings being held online.

\*\* Meeting on 15 Dec 2025 for budget purposes only      \*\*\* Meeting for adoption of AGAR  
× Meeting outside of normal schedule due to Bank Holiday      ~ For Budget Precept Sign Off

**Witney Traffic Advisory Committee** at 3.00pm – 24 June 2025, 23 Sept 2025, 20 Jan 2026 & 17 March 2026

## ANNUAL COUNCIL



**Agenda Item:** Appointment of Standing Committees, Sub-Committees and Working Parties and the Election of Chairs

**Meeting Date:** Wednesday, 7<sup>th</sup> May 2025

**Contact Officer:** Deputy Town Clerk

The purpose of this report is to provide an update on the Council's Committees and for their Chairs to be elected for the ensuing municipal year in line with Standing Order 11(d)(vii).

### Background

Members will be aware of the Council's Committee Structure and how the membership works from the previous Annual Council meeting.

Due to the importance of the Council achieving its goal of climate emergency goals (including carbon neutrality by 2028) it is suggested via an earlier report to create separate Planning & Development and Climate, Biodiversity & Planning Committees, which are included in the report below.

For ease the Deputy Town Clerk has provided the following table with details of the membership required.

| Committee/Sub-Committee                     | Membership required   |
|---|---|
| a) Climate & Biodiversity Committee         | Membership tbc at meeting   |
| b) Planning & Development Committee         | Membership tbc at meeting   |
| c) Parks & Recreation Committee             | 6 Members + Ex-officio Town Mayor & Leader  |
| d) Halls, Cemeteries & Allotments Committee | 6 Members + Ex-officio Town Mayor & Leader  |
| e) Stronger Communities                     | 6 Members + Ex-officio Town Mayor & Leader  |
| f) Policy, Governance & Finance             | 1 Member + Chair of the above 5 Standing Committees (a-e) and Ex-officio Town Mayor & Leader. <i>Dependent on whether Leader or Mayor is Chair of any other Committee</i> |

|  |   |
|--|---|
| g) Personnel Sub-Committee<br><i>[this is a sub-committee of the Policy, Governance &amp; Finance Committee]</i> | Town Mayor, Leader, and Chair of above Standing Committees.<br><b>Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member</b> |
| h) Disciplinary & Grievance Panel  | 3 Members* – must not be Chair or Members of Personnel/Policy Governance & Finance Committee  |

**NOTE: The Vice-chair of these Committees/Sub-Committees will be appointed at the first meeting.**

| <b>Working Parties/ Task &amp; Finish Groups</b>     | <b>Membership required</b>   |
|--|--|
| Community Voices (Was Inclusivity & Diversity Panel) | Chairs of Committees   |
| VE-Day 80 <sup>th</sup> Anniversaries T & F Group    | Currently elected: - Cllrs J Robertshaw, J Treloar, J Aitman, O Collins, G Meadows, R Crouch<br><br><i>As this also covers events for VJ Day on 15<sup>th</sup> August it is suggested the group is left in place for the 2025/26 year.</i>  |
| Community Governance T & F Group                     | Currently elected: - O Collins, R Smith, A Bailey, G Meadows, S Simpson, R Crouch, D Edwards-Hughes<br><br><i>It is suggested this group is left in place for the 2025/6 year due to the discussions on WODC electoral changes and devolution which may bring its work to the forefront.</i> |
| Pavilion Working Party                               | Currently elected: R Crouch, D Newcombe, R Smith<br><br><i>Work ongoing.</i>   |

**NOTE: The Chair of the Working Parties/Task & Finish Groups will be appointed at the first meeting.**

#### Christmas Lights Working Party

This WP was set up in 2024 to review the contract which was due for tender during the year. It is suggested the WP is disbanded as the review was completed and the contract awarded.

#### Youth Council Task & Finish Group

This T&FG was set up in 2023 with the aim of re-establishing a Witney Youth Council. It is suggested the T&F Group is disbanded as the Youth Council was re-established in 2024. The Council still has Youth Council mentors which are separate to this Group.

## Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

## Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## Social Value

Social value is the positive change the Council creates in the local community within which it operates.

## Recommendations

Members are invited to note the report and consider the following;

1. that the membership to the Council's Standing Committees (a to e) be elected
2. that the Chairs of those Standing Committees be elected
3. that in order to form the Policy, Governance & Finance Committee at f – it be made up of the Committee Chairs (a to e) plus Ex-Officio Town Mayor and Leader
4. that the Personnel Sub-Committee is formed of the Town Mayor and Leader, plus the Chairs of the Standing Committees (a to e), and potentially plus 1 additional Member [preferably with personnel experience]
5. that a Disciplinary & Grievance Panel is elected – *to be formed from Councillors not sitting on the Policy, Governance & Finance Committee* – membership is a minimum of 3
6. that the membership of the Task & Finish Groups and Working Party be reaffirmed
7. that the Christmas Lights Working Party and Youth Council Task and Finish group be officially disbanded.

## ANNUAL COUNCIL



---

**Agenda Item:** Appointment to Advisory Committees & External Bodies/Outside Organisations

**Meeting Date:** Wednesday, 7th May 2025

**Contact Officer:** Deputy Town Clerk

---

The purpose of this report is to comply with Standing Order 11 (d)(xii) concerning the representation on and arrangements for reporting back work of local organisations and groups the Council is connected with.

### Background

The Town Council appoints representatives to the following Advisory Committees/Outside Bodies, and it is usually recommended that those appointed as per below should serve until the Annual Council Meeting following the next ordinary election of Councillors in 2027, although Members may wish to step down at this juncture if they so wish.

|   |   |   |
|---|---|---|
| Witney Traffic Advisory Committee                           | - | 4 – J Aitman, T Ashby, S Simpson, R Smith |
| Oxfordshire Association of Local Councils [Larger Councils] | - | 1 – R Crouch                              |
| West Witney Sports & Social Club                            | - | 2 – D Newcombe, R Smith                   |
| Witney Town Band  | - | 1 – O Collins                             |
| Witney & District Twinning Association                      | - | 3 (Mayor (Ex officio)) R Crouch, R Smith  |
| West Oxfordshire Museum Centre                              | - | 1 – O Collins                             |
| St Mary's Church Preservation Trust                         | - | Mayor                                     |
| Volunteer Link Up   | - | 1 – J Aitman                              |
| RAF Brize Norton – Local Consultation Working Group         | - | 1 – D Newcombe                            |
| Witney Allotment Association                                | - | 1 – R Crouch                              |
| Witney Youth Council Mentors                                | - | 2 – G Meadows, S Simpson, J Aitman        |
| Friends of the Cemeteries                                   | - | 2 – D Enright, J Doughty                  |
| Home Start Champions  | - | 3 – J Aitman, A Bailey, S Simpson         |

|   |   |                       |
|---|---|-----------------------|
| Lower Windrush Valley Project             | - | 1 – A Bailey          |
| West Oxfordshire Community Transport      | - | 1 – D Enright         |
| Witney Fair Trade Action Group Champion   | - | 1 – R Smith           |
| Witney Infrastructure Neighbourhood Group | - | 2 – R Smith, A Bailey |
| Witney Community Profile Steering Group   | - | 2 – J Aitman          |
| Witney Flood Group Liaison                | - | 1 - J Robertshaw      |

### **NOMINEES – SERVING AS TRUSTEES**

Listed below are the Town Council nominees serving on other outside bodies. The expiry dates of terms of office on these bodies are shown. The terms of office are set by the various bodies and Council appointments are made on the expiry of the term or vacancies caused by resignation, disqualification, etc.:

(\* Denotes Non-Member of Witney Town Council)

Term of office expires

#### Witney Town Hall Charity – 4-year term of office

The Witney Town Hall Charity owns the Town Hall, Townhouse and the Buttercross and is the Town Council's landlord. The primary purpose of the Charity is to ensure the properties are kept in good order, and secondly with the rental income a small grant pot is provided to support the work of local organisations.

|  |          |
|--|----------|
| Mr H B Eaglestone*                                     | May 2025 |
| Ms Mandy Collicut* (Co-opted Trustee)                  | Feb 2027 |
| Cllr O Collins   | May 2027 |
| Cllr S Simpson   | May 2027 |
| Mrs R Crouch*  | May 2026 |
| Mr D Semaine* (Co-opted Trustee)                       | Oct 2027 |
| Mrs L J Semaine*                                       | Jun 2026 |
| (The Town Council does not nominate co-opted Trustees) |          |

#### Witney Town Charity – 4-year term of office

The charitable objectives of the Witney Town Charity are:

1. The provision and maintenance of Almshouses for poor persons
2. The relief of poor persons in conditions of need, hardship, or distress. It operates 18 Almshouses and also provides grants for those in need.

Within its constitution it allows for 6 Witney Town Councillors to be on the Trust as nominated Trustees

|                |          |
|----------------|----------|
| Mr B Beadle*   | May 2026 |
| Mrs M Jones*   | Jun 2028 |
| Mrs R Crouch*  | May 2026 |
| Cllr G Meadows | May 2027 |

Cllr J Aitman  
Mr C Woodward\*

Jun 2025  
Feb 2026

Witney Educational Foundation (WEF) – 4-year term of office

WEF provides financial support for the schools of Witney and surrounding communities to enable all students to enjoy full range of activities offered by each school. It also provides grants for families in need, to assist with the cost of extra-curricular activities, educational visits, school clothing and other essential items.

Cllr J Aitman  
Mrs L Duncan\*  
Mr R W Barton\*  
Mr C K Woodward\*

Jul 2027  
May 2025  
May 2028  
May 2026

Cogges Welfare Trust Charity – 4-year term of office

The Cogges Welfare Trust Charity maintains the charities property including the upkeep of the Witney Market Clock and Clock House. Remaining income is used for the relief of hardship etc. by the way of grants to people in need.

Cllr J Aitman  
Cllr A Bailey  
Mr H W Chirgwin\*

Jul 2028  
Jul 2028  
Jul 2028

Madley Park Hall Trust - 4-year term of office

Objectives and aims: The provision and maintenance of a village hall for the use of the inhabitants of Witney and the surrounding area without distinction of political, religious, or other opinions, including use for:

- (a) meetings, lectures, and classes, and
- (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants

J Aitman

May 2027

## Current Situation

Arising from the above, the nominees required are listed below:

1. Witney Town Hall Charity: -

**1 Council-nominated vacancy**

The term of office of Mr H Eaglestone expires in June 2025. A verbal update on whether he wishes to remain a trustee will be provided at the meeting.

2. Witney Town Charity: -

**1 Council-nominated vacancy**

The term of office of Cllr J Aitman is due to come to an end in May/June. It is understood from the Committee they would like this arrangement to continue.

3. Witney Educational Foundation: -

**1 Council-nominated vacancy**

The term of office for Mrs L Duncan is due to come to an end in May. The Charity has advised she does not wish to continue in this role past the date so a replacement should be elected.

Reporting Arrangements Review

In line with Standing Order 11 (d)(xii) Members are also to review the arrangements for reporting the work of the above bodies to the Council.

Previously, this has been a standing item on the Full Council agendas throughout the year. Members are asked if they would like this to continue or offer a suitable alternative.

**Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

**Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

**Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

**Recommendations**

Members are invited to note the report and

- 1. consider the appointments to the outside bodies/organisations, and
- 2. consider the appointments as trustees to the three organisations where trusteeships have or are due to expire this municipal year
  - a. 1 x Witney Town Hall Charity
  - b. 1 x Witney Town Charity
  - c. 1 x Witney Educational Foundation
- 3. Consider arrangements for reporting back to Council on the work of the bodies/organisations.

## ANNUAL COUNCIL



---

**Agenda Item:** Witney Town Council Standing Orders - Review

**Meeting Date:** Wednesday, 7<sup>th</sup> May 2025

**Contact Officer:** Deputy Town Clerk

---

The purpose of this report is to propose updated Standing Orders for Witney Town Council.

In line with best practice, Standing Orders should be reviewed annually. This process, initiated by the Proper Officer/Town Clerk (Standing Order 47(b)), is to align such a review with the Annual meetings of the Council.

### Background

Standing Orders are the written rules of the Council and are used to confirm its internal, organisational, administrative procedures and procedural matters for meetings.

The Standing orders refer to, but do not contain financial regulations, which are separate procedures to regulate the councils' financial affairs and accounting procedures.

### Current Situation

The Council's current Standing Orders were last reviewed in February 2023 and can be accessed via the following link: [WTC Standing Orders 2023](#)

Officers have now undertaken a scheduled review of the Standing Orders to ensure they reflect current legislation, best practices, and align with the latest Model Standing Orders issued by the National Association of Local Councils (NALC). The NALC model was updated in 2025 and includes simplified language in several sections.\*

The proposed revised Standing Orders are attached as **Appendix A**. Statutory requirements are highlighted in **bold**, while additional provisions have been included to support the effective operation of the Council.

The layout of the document has been redesigned for ease of reference. Key updates in the 2025 NALC version include changes to:

- Code of Conduct Complaints
- Financial Controls and Procurement

Additional amendments have been made to the *Rules of Debate*, which were previously grouped under separate headings.

Due to the extensive changes in format, a version showing tracked changes is not available. However, the previous version can be viewed using the link provided above.

If proposed and seconded by Members, the revised Standing Orders will stand adjourned until the Full Council meeting scheduled for 23 June 2025, in accordance with Standing Order 47(c). They will be formally considered at that meeting.

**The period between meetings is intended to provide Members with sufficient time to review and reflect on the proposed revisions. Standing Orders are a critical document that define how the Council operates and form the written rules governing its procedures.**

\* It is noted that the latest NALC update has received some criticism. As such, the Standing Orders may be subject to further review within the year, should additional updates be released.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

## **Recommendations**

Members are invited to note the report and;

1. Review the policy document,
2. Note the changes as referred to in the report and,
3. Approve the proposed Standing Orders for Witney Town Council, which if agreeable, will stand adjourned until the Full Council meeting on Monday 23<sup>rd</sup> June where they can be discussed further.



**WITNEY**  
TOWN COUNCIL

## **STANDING ORDERS**

Adopted:

Review Date:

## INDEX

|   |      |      |
|---|------|------|
| 1. Office Holders of the Council  | Page |      |
| 2. Election of Mayor Elect/Designate  |      | Page |
| 3. Proper Officer   | Page |      |
| 4. Delegation of Urgent and Routine Matters   |      | Page |
| 5. Meetings   | Page |      |
| 6. Rules of Debate at Meetings  | Page |      |
| 7. Disorderly Conduct at Meetings   | Page |      |
| 8. Committees & Sub-committees  | Page |      |
| 9. Ordinary Council Meetings  | Page |      |
| 10. Order of Business at Ordinary Meetings  | Page |      |
| 11. Extraordinary Meetings of the Council, Committees and Sub-committees                | Page |      |
| 12. Special Committee Meetings  | Page |      |
| 13. Working Parties and Task & Finish Groups  |      | Page |
| 14. Presence of non-members of Committees and Sub-committees at Meetings                | Page |      |
| 15. Previous Resolutions  | Page |      |
| 16. Representation on Outside Bodies – Termination of Membership-                       |      |      |
| 17. Voting on Appointments  | Page |      |
| 18. Motions for a Meeting that Require Written Notice to be given to the Proper Officer | Page |      |
| 19. Motions at a Meeting that do not require Written Notice                             |      | Page |
| 20. Motions on Expenditure  | Page |      |
| 21. Inspection of Documents   | Page |      |
| 22. Questions   | Page |      |
| 23. Handling Staff Matters  | Page |      |
| 24. Management of Information   |      | Page |
| 25. Public Participation  | Page |      |
| 26. Draft Minutes   | Page |      |
| 27. Presentation of Committee Minutes   | Page |      |
| 28. Code of Conduct and Dispensations   | Page |      |
| 29. Code of Conduct Complaints  | Page |      |
| 30. Responsible Financial Officer   | Page |      |
| 31. Accounts and Accounting Statements  | Page |      |
| 32. Financial Controls and Procurement  | Page |      |
| 33. General Power of Competence   | Page |      |

|   |      |
|---|------|
| 34. Responsibilities to Provide Information                       | Page |
| 35. Responsibilities under Data Protection Legislation            | Page |
| 36. Relations with the Press and Media                            | Page |
| 37. Execution and Sealing of Documents                            | Page |
| 38. Signing of Documents  | Page |
| 39. Canvassing of Recommendations by, and Relationship to Members | Page |
| 40. Restrictions on Councillor Activities                         | Page |
| 41. Standing Orders Generally                                     | Page |

## **1. Office Holders of the Council**

- a) **The Chair, known as the Town Mayor, who shall chair meetings of the Council** and be an ex-officio voting member of every committee and carry out civic duties as required.
- b) **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

- c) The Vice-Chair, known as the Deputy Town Mayor, who shall deputise for the Mayor in all duties in the Mayor's absence.
- d) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council**
- e) **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- f) The Leader of the Council, who shall be an ex-officio voting member of every committee.
- g) The Deputy-Leader, who shall deputise for the Leader in all duties in the Leader's absence.

## **2. Election of Mayor Elect/Designate**

- a) At the council meeting prior to the annual meeting of the council, the Mayor designate shall be appointed for the forthcoming year.

## **3. Proper Officer**

- a) The Proper Officer shall be either the (i) Town Clerk/Chief Executive Officer or (ii) other staff member(s) appointed by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
  - i. **at least three clear days before a meeting of the Council, a committee, or a sub-committee,**
    - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the Councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by Councillors is signed by them).**

Clarification on notice periods is as follows:

**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

**The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- ii. subject to SO **x**, include on the agenda all motions in the order received unless a Councillor has given written notice at least **x** days before the meeting confirming withdrawal of it.
- iii. convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under Freedom of Information legislation and rights exercisable under data protection legislation in accordance with the council's policies and procedures;
- ix. liaise, as appropriate with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority.
- xv. refer a planning application received by the Council to the Chair, Vice-Chair and/or the Planning committee to facilitate a response if the nature or deadline of the consultation requires consideration before its next ordinary meeting. In such case, the details shall be raised as an agenda item at the next ordinary meeting to formalise the response.
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

#### 4. Delegation of Urgent and Routine Matters

- a) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act  
in respect of any function of the council on a matter, which in their opinion does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chair or Vice-Chair of the committee or sub-committee within whose terms of reference the particular function lies.
- b) Each exercise of delegated authority under this standing order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and to Council.
- c) The Town Clerk/Chief Executive Officer shall notify all members of any action taken under this standing order.
- d) The delegations in this standing order are in addition to and without prejudice to the powers of the council or its committees to arrange for the discharge of any of its functions by a sub-committee or an officer.

#### 5. Meetings

|                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** ●
  - i. Meetings of the Full Council shall be held at the Corn Exchange at 7pm on a Monday unless the Council decides otherwise.
  - ii. Committee meetings shall generally be held at the Corn Exchange at 6pm on a Monday unless the Council decides otherwise. The exception being the Climate, Biodiversity & Planning meeting which shall generally be held at 6pm on a Tuesday unless the Council decides otherwise.
- b) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** ●●
- c) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- d) The period of time designated for public participation at a meeting in accordance with standing order **x** shall not exceed twenty minutes unless directed by the chair of the meeting.
- e) Subject to standing order **x**, a member of the public shall not speak for more than five minutes
- f) In accordance with standing order **x**, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- g) A person shall raise their hand when requesting to speak and remain silent until directed by the Chair and may stand when speaking if they choose to do so;
- h) Whenever the Chair rises during a debate all other members shall be seated and silent;
- i) A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j) Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k) **Subject to standing order **x**, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. ●●**
- l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. ●●**
- m) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. ●●**
- n) **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. ●**
- o) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting. ●●●**
- p) **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote. ●●●**

- q) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands ay council, committee or sub-committee. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. ●
- r) The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent with apologies received;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made
- s) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.** ●●●
- t) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** ●

*See standing order x for the quorum of a committee or sub-committee meeting.*

- u) Six members shall constitute a quorum of the Council, but a motion to suspend or amend this standing order shall not be moved without written notice signed by twice as many members as constitute the quorum.
- v) If, after ten minutes a Quorum is not present, **or if a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

●●●

- w) A meeting shall not exceed a period of two hours unless it has been specifically agreed by that meeting.

## **6. Rules of Debate at Meetings**

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h) A councillor may move an amendment to their own motion if agreed by the meeting, If a motion has already been seconded, the amendment shall be with the consent of the seconder at the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j) Subject to Standing Order **x**, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k) One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted on separately.
- l) A Councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right to reply at the end of the debate on it.
- n) Where a series of amendments to an original motion are carried, the mover of the original motion shall have the right to reply either at the end of debate on the first

amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o) Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on the motion, except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p) During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q) A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r) When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a debate;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the press and public;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s) Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right to reply.
- t) Excluding motions moved under standing order **x**, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

## 7. Disorderly Conduct at Meetings

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard(s) the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under paragraph (b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 8. Committees and Sub-committees

- a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee.**
- b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) The Mayor and Leader of the Council shall be an ex-officio member with voting rights on all committees.
- d) **Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.**
- e) The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in the respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to Standing Order **x** and **x**, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to Standing Order **x** and **x**, appoint and determine the terms of office of the substitute members to a Committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (or appointed officer) 7 days before the meeting that they are unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. every committee shall at its first meeting elect a Vice-Chair, who shall hold office until the next annual meeting of the council
- viii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- ix. shall determine the place, notice requirements and quorum for a meeting of the committee and a sub-committee which, in both cases, shall be no less than three;
- x. the Chair of the committee shall be a member of every sub- committee appointed by it unless wishing not to serve and such is recorded in the minutes of the committee appointing the sub- committee;
- xi. shall determine if the public may participate at a meeting of the committee;
- xii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, are required for the meeting of a sub-committee;
- xiii. shall determine if the public may participate at a meeting of the sub-committee that they are permitted to attend;
- xiv. may dissolve a committee or a sub-committee;
- xv. may appoint sub-committees for purposes to be specified by the committee but such sub-committee shall submit all recommendations to the committee unless power to act has been granted by the council for a specified purpose;
- xvi. the standing orders on rules of debate (except those parts relating to standing and to speaking more than once), voting and the standing order on interests of members and the code of conduct shall apply to committee and sub-committee meetings in so far as they are appropriate.
- xvii. In the event that an in-person meeting cannot be held, or if the business of the meeting is subject to a time limit set by statute and delegation is given to a committee under its terms of reference, it may be held virtually as an Advisory Committee with the same rules of debate as other committees. Any recommendations being affirmed at the full meeting of that committee, Full Council or under delegations to the Town Clerk/CEO.

## **9. Ordinary Council Meetings**

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d) **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e) **The first business shall be to elect a Chair** (Town Mayor, see standing order 4) **the Vice-Chair** (Deputy Town Mayor) and the Leader and Deputy Leader of the Council.
- f) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- g) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- h) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- i) Following the elections and appointments at paragraph **x** above, the business at the annual meeting shall include:
  - i. **in an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. to receive apologies for absence;
  - iii. to receive any declarations of interests;
  - iv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
  - v. confirmation of the accuracy of the minutes of the last meeting of the council;
  - vi. Receipt of the minutes of the committee cycle and consideration of its recommendations (if appropriate);
  - vii. appointment of members to committees, working parties, advisory committees, and outside organisations;

- viii. review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- ix. review of the terms of reference for committees;
- x. appointment of any new committees in accordance with standing order **x**;
- xi. to review and adopt appropriate standing orders, financial regulations and other Council policies;
- xii. review of representation on or work with external bodies and arrangements for reporting back;
- xiii. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- xiv. in an election year, to review the Council's eligibility to exercise the general power of competence.

## **10. Order of Business at Ordinary Meetings**

- a) After the first business has been completed at meetings other than the annual meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:
  - i. to receive apologies;
  - ii. to receive any declarations of interests;
  - iii. **to approve and adopt the minutes as a correct record in accordance with standing order 18;**
  - iv. **to deal with business expressly required by the statute to be done before any other business;**
  - v. to consider any requests for public participation in accordance with standing order **x**;
  - vi. to receive and agree the Committee minutes including considering recommendations;
    - 1. The Chair shall propose that the minutes of the Council be approved as a correct record and seek a seconder;
    - 2. The Chair shall go through the minutes to allow members to raise any points of accuracy;
    - 3. No motion or discussion shall take place upon the minutes except upon their accuracy;
    - 4. The Chair shall sign the minutes;
    - 5. The Chair shall then page through the minutes for questions to the Leader of the Council as to the progress of any item;

6. Subject to the publication of draft minutes and resolution which confirms their accuracy, the draft minutes, or recordings of the meetings for which approved minutes exist shall be destroyed at the earliest opportunity.
- vii. to receive the Mayor's report;
- viii. to dispose of business, if any, remaining from the last meeting;
- ix. to agree the schedules of financial payments recommended by the Policy, Governance & Finance Committee;
- x. to receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with;
- xi. to consider motions in the order in which they have been notified;
- xii. to consider any other matters specified in the summons, including reports from officers;
- xiii. to receive correspondence for information;
- xiv. questions to the Leader of the Council in accordance with standing order **x**;
- xv. to authorise the sealing of documents;
- xvi. to consider confidential and exempt matters.

## **11. Extraordinary Meetings of the Council, Committees & Sub-committees**

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chair of the Council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two Councillors.**
- c) The Chair of a Committee or Sub-Committee, in consultation with the Proper Officer, may convene an extraordinary meeting at any time.

## **12. Special Committee Meetings**

- a) The Chair of a committee or a sub-committee may convene a special meeting of the committee or the sub-committee at any time.
- b) If the Chair of a committee or a sub-committee does not or refuses to call a special meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee and the

sub-committee may convene a special meeting of that committee and a sub-committee.

### **13. Working Parties and Task & Finish Groups**

- a) The Council may from time to time appoint working parties or groups to deal with a specific function or project.
- b) Membership and terms of reference of such working parties or groups, including possible external membership, the number required for a quorum and voting rights, shall be determined at their formation.
- c) The provisions relating to committees and sub-committees in standing orders will apply, with the exception of standing order x and x which provides for the Mayor and Leader being ex-officio voting members of every committee.

### **14. Presence of non-members of Committees and Sub-committees at Meetings**

- a) A Member who has proposed a motion which has been referred to any committee of which they are not a member, may explain their motion to the committee but shall not vote.
- b) Any Member shall, unless the council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a Member and may speak if so invited but shall not vote.

### **15. Previous Resolutions**

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four members of the council to be given to the Proper Officer in accordance with standing order x above, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b) When a motion moved pursuant to standing order x above has been disposed of, no similar motion may be moved within a further six months.

### **16. Representation on Outside Bodies – Termination of Membership**

- a) The appointment of Members of the Council to outside bodies in their capacity as a Member of the Town Council shall, subject to the rules of that body, terminate if the Member appointed ceases to be a Member of the Council.

### **17. Voting on Appointments**

- a) Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority their

favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

**18. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer**

- a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order x, correct obvious grammatical or typographical errors in the wording of the motion.
- d) If the Proper Officer considers the wording of a motion received in accordance with standing order x is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g) Motions received shall be recorded and numbered in the order in which they are received and entered in a book which shall be open for inspection by any member of the Council.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i) The Clerk/Chief Executive Officer shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.

- j) If a motion specified in the summons is not moved at the meeting, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- k) If the subject matter of a motion comes within the responsibility of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chair, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

## **19. Motions at a Meeting that do not require written notice**

- a) The following motions may be moved at a meeting without written notice to the proper officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion or matter to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct in accordance with standing order x;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **20. Motions on Expenditure**

- a) If any motion proposed, would, in the opinion of the Chair, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any committee affected by it and the Policy, Governance & Finance Committee has reported on the matter.

## **21. Inspection of Documents**

- a) A Member may for the purposes of their duty as such (but not otherwise), inspect any document relevant to such purpose in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy

## **22. Questions**

- a) A Member of the Council may ask the Leader of the Council any question concerning the business of the Council. Any such questions shall be put when the item "Questions to the Leader of the Council" is reached.
- b) A Member of the Council, with or without notice, may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- c) Every question shall be put and answered without debate.
- d) A person to whom a question has been put may decline to answer.
- e) Where the desired information to a question is contained in any of the Council's publications, it shall be deemed a sufficient reply if the publication containing the reply is indicated.
- f) Where the reply to any question cannot be conveniently given orally it shall be deemed a sufficient reply if the answer is circulated to the members of the Council with the minutes of the Meeting at which the question has been asked.

## **23. Handling Staff Matters**

- a) A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order (management of information)
- b) All persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- c) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the council or committee (as the case may be) has decided whether or not the public and press shall be excluded

## **24. Management of Information**

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **25. Public Participation**

- a) For all meetings of the Council and its standing committees, an item entitled "public participation" shall be included on the agenda for that meeting immediately after "minutes"
- b) Members of the public may speak for a maximum of five minutes each during the period of public participation. Matters raised shall relate to items on the agenda for that particular meeting.
- c) Following submission by a member of the public, any Member of the Council may, through the Chair, ask questions of the person(s) concerned for clarification purposes or on points of information.
- d) Any question from the member of the public shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- e) A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

- f) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking. If more than one person wants to speak on the same or a similar issue, they shall elect one person to speak on their behalf.
- g) The Chair may move the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.
- h) Total public participation lasts no longer for 25 minutes. Questions not answered within that period will receive a written reply.

## 26. Draft Minutes

|                        |   |
|------------------------|---|
| Full Council meetings  | ● |
| Committee meetings     | ● |
| Sub-committee meetings | ● |

- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order **x**
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e) **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f) Subject to the publication of draft minutes in accordance with standing order **x** and standing order **x** and following a resolution which confirms the accuracy of the

minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **27. Presentation of Committee Minutes**

- a) At each ordinary meeting of the council every standing committee shall present reports and recommendations in the form of draft minutes of any meeting held since the previous ordinary meeting of the council.
- b) The Committee Chair, or the member presenting the minutes, shall page through the minutes, and members may ask questions for answering.
- c) The Committee Chair, or member presenting the minutes, shall then propose that the minutes be adopted, and once seconded shall be discussed and dealt with by the council.
- d) Where an amendment is proposed prior to the adoption of the minutes by the council, the subject of any such amendment shall be discussed and disposed of before the adoption of the minutes are considered by the council.
- e) In moving the adoption of the minutes, the mover is deemed to have moved the minutes in their entirety and all paragraphs and recommendations contained therein shall be deemed to have been adopted unless any amendment thereto has been moved.
- f) Paragraphs which do not contain recommendations, or which relate to matters specifically and fully delegated to standing committees, may be discussed but no motion shall be considered other than a motion as to the future work of a committee in such matters.

## **28. Code of Conduct and Dispensations**

- a) All councillors or and non-councillors shall observe the code of conduct adopted by the Council.
- b) All Councillors will observe the NALC Civility & Respect Pledge taken by the town council.
- c) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they have the interest.
- d) Unless they have been granted a dispensation, a councillor or no-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- f) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g) A dispensation request shall confirm;
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h) Subject to paragraphs (e) and (g) above, dispensations requests shall be considered at the start of the meeting for which the dispensation is required.
- i) **A dispensation may be granted in accordance with paragraph (f) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the council's area, or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## **29. Code of Conduct Complaints**

- a) **Upon notification by West Oxfordshire District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## **30. Responsible Financial Officer**

- a) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **31. Accounts and Accounting Statements**

- a) 'Proper practices' in standing orders refer to the most recent version of 'Governance and Accountability for Local Councils – a Practitioner's Guide.'

- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. The Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. Each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. To the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration or approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.
- f) A completed draft annual governance and accountability return shall be presented to all Councillors at least 7 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **32. Financial Controls and Procurement**

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. The keeping of accounting records and systems of internal controls
  - ii. The assessment and management of financial risks faced by the Council;
  - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.

- iv. The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. Whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- a) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  - b) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
    - i. A specification for the goods, materials, services or the execution of works shall be drawn up;
    - ii. An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
    - iii. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
    - iv. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for the submission of tenders has passed;
    - v. Tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-committee with delegated responsibility.
  - c) Neither the Council, nor a Committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - d) Where the value of the contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.**

### **33. General Power of Competence**

- a) Before exercising the general power of competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution under

standing order **x** above was made and expires on the day of the annual meeting of the council that takes place in a year of ordinary elections.

- c) After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order **x** above

#### **34. Responsibilities to Provide Information**

- a) **In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

#### **35. Responsibilities under Data Protection Legislation**

- a) The Council may appoint a Data Protection Officer;
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data;**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f) **The Council shall maintain a written record of its processing activities.**

#### **36. Relations with the Press & Media**

- a) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

### **37. Execution and Sealing of Documents**

- a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b) **Subject to standing order x above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer and Town Mayor.**

### **38. Signature of Documents**

- a) Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person for the purpose of such attestation.

### **39. Canvassing of Recommendations by, and Relationship to Members**

- a) Canvassing of Members or of any committee, directly or indirectly, for any appointment under the council shall disqualify the candidate for such appointment. The Proper Officer shall make known this sub-paragraph to every candidate.
- b) A Member of the Council shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion, but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.
- c) If a candidate for any appointment under the council is to their knowledge related to any Member of, or the holder of any office under, the council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. Any breach of this standing order is to be reported to the council.
- d) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

### **40. Restrictions on Councillor Activities**

- a) Unless duly authorised no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

#### **41. Standing Orders Generally**

- a) All or part of a standing order, except one that incorporates mandatory statutory requirements and are in bold type, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 13 above.
- c) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and if so directed, upon a report of the Policy, Governance & Finance Committee.
- d) The scheduled review of Standing Orders shall be initiated by the Proper Officer and once proposed and seconded, will stand adjourned without discussion to the next ordinary meeting of the Council and, if so directed, upon a report to the Policy, Governance & Finance Committee (as the only exception to standing order x)
- e) The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- f) The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



## Member Code of Conduct

### 1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

### 2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

### 3.0 Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

### 4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

## **5.0 Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **6.0 Standards of Councillor Conduct**

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the

obligations and how they should be followed.

## **6.1 Respect**

**A Councillor:**

**6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.**

**6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **6.2 Bullying, Harassment and Discrimination**

**A Councillor:**

**6.2.1 Shall not bully any person.**

**6.2.2 Shall not harass any person.**

**6.2.3 Shall promote equalities and not discriminate against any person.**

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes

alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **6.3 Impartiality of Officers of the Council**

A Councillor:

#### **6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **6.4 Confidentiality and access to information**

A Councillor:

#### **6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless**

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the**

**local authority and consultation with the Monitoring Officer has taken place prior to its release.**

- 6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.**
- 6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.**
- 6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.**

## **6.5 Disrepute**

A Councillor:

- 6.5.1 Shall not bring their role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

## **6.6 Use of position**

A Councillor:

- 6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.**

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

## **6.7 Local authority Resources and Facilities**

A Councillor:

- 6.7.1 Shall not misuse council resources.**
- 6.7.2 Shall, when using the resources of the local authority or authorising their use**

**by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.**

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

## **6.8 Compliance with the Code of Conduct**

A Councillor:

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

## **7.0 Registering and Declaring Interests**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

### **7.1 Disclosable Pecuniary Interests**

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Clerk, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Clerk and Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

## **7.2 Other Registerable Interests**

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### **7.3 Non-Registerable Interests**

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which ***affects*** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered, you must notify the Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

## **8.0 Gifts and Hospitality**

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

## **Appendix A – The Seven Principles of Public Life**

The principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B: Disclosable Pecuniary Interests

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject   | Description  |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain.   |
| Sponsorship                                       | <p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> |

|                          |   |
|--------------------------|---|
| <b>Contracts</b>         | <p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| <b>Land and Property</b> | <p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>   |
| <b>Licenses</b>          | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>  |

|                            |  |
|----------------------------|--|
| <b>Corporate tenancies</b> | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.  |
| <b>Securities</b>          | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issues share capital of that class. |

\* 'Director' includes a member of the committee of management of an industrial and provident society.

\* 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
  - (i) exercising functions of a public nature
  - (ii)** directed to charitable purposes or
  - (iii)** one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

**Councillor Meeting Attendance 2024-2025**

|                           | Expected Attendances | Present | Percentage | Absent | Apologies received | In Attendance |
|---------------------------|----------------------|---------|------------|--------|--------------------|---------------|
| Cllr Abdul Mubin *        | 6                    | 5       | 83%        | 0      | 1                  | 1             |
| Cllr Andy Bailey          | 40                   | 31      | 78%        | 2      | 7                  | 0             |
| Cllr David Edwards-Hughes | 17                   | 15      | 88%        | 0      | 2                  | 0             |
| Cllr Dean Temple          | 14                   | 9       | 64%        | 1      | 4                  | 0             |
| Cllr Denis Newcombe       | 28                   | 21      | 75%        | 4      | 3                  | 0             |
| Cllr Duncan Enright       | 16                   | 11      | 69%        | 0      | 5                  | 0             |
| Cllr Geoff Doughty        | 27                   | 25      | 93%        | 0      | 2                  | 3             |
| Cllr Georgia Meadows      | 36                   | 34      | 94%        | 1      | 1                  | 0             |
| Cllr Jack Treloar         | 18                   | 15      | 83%        | 1      | 2                  | 0             |
| Cllr James Robertshaw     | 15                   | 11      | 73%        | 0      | 4                  | 3             |
| Cllr Jane Doughty         | 38                   | 32      | 84%        | 0      | 6                  | 0             |
| Cllr Joy Aitman           | 49                   | 37      | 76%        | 0      | 12                 | 1             |
| Cllr Lisa Cherry *        | 6                    | 4       | 67%        | 0      | 2                  | 0             |
| Cllr Owen Collins         | 36                   | 26      | 72%        | 0      | 10                 | 0             |
| Cllr Rachel Crouch        | 28                   | 26      | 93%        | 0      | 2                  | 2             |
| Cllr Ruth Smith           | 51                   | 48      | 94%        | 0      | 3                  | 0             |
| Cllr Sandra Simpson       | 38                   | 36      | 95%        | 0      | 2                  | 0             |
| Cllr Thomas Ashby         | 30                   | 23      | 77%        | 0      | 7                  | 1             |

(\*) Cllr A Mubin replaced Cllr L Cherry on 14.11.2024. Cllr Cherry resigned.

Please note that Members of Witney Town Council are unpaid volunteers, some in full time employment or with a variety of caring needs which affects their ability to attend.

Also, Councillors may sit on varying Committees, for example the Climate, Biodiversity & Planning Committee held 18 Meetings during the 2024-25 Council Year.