

# Witney Town Council

**Mrs Sharon Groth FSLCC fCMgr**  
Town Clerk

**Cllr Duncan Enright**  
Mayor of Witney



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17 September 2019

To: Members of the Policy, Governance & Finance - *R Bolger, L Ashbourne, O Collins, L Duncan, D Enright, A D Harvey and R Smith (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **Policy, Governance & Finance** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 23rd September, 2019 at 7.00 pm** for the transaction of the business stated below.

## 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 Town Clerk or Democratic Services Officer know before the start of the meeting.

## AGENDA

*All Council Meetings are open to the public and press, unless otherwise stated.*

1. **Apologies for absence**

To consider apologies and reasons for absence.

*Committee Members who are unable to attend the meeting should notify the Democratic Services Officer ([nicky.cayley@witney-tc.gov.uk](mailto:nicky.cayley@witney-tc.gov.uk)) prior to the meeting, stating the reason for absence.*

2. **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

3. **Minutes** (Pages 3 - 8)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 15 July 2019 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)

4. **Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda

5. **Payment of Accounts** (Pages 9 - 34)

To receive and consider the schedule of accounts paid and bank reconciliations (enclosed)

6. **Financial Report** (Pages 35 - 58)

To receive and consider the report of the Town Clerk (to follow)

7. **Budget Parameters 2020/21**

To receive and consider the report of the Town Clerk (to follow)

8. **Grants & Subsidised Lettings**

To receive and consider the report of the Democratic Services Officer (enclosed)

9. **Minutes of the Twinning Committee AGM**

Deferred from Stronger Communities 16 September 2019 - To receive and consider the minutes of the meeting held on 4 September 2109 (enclosed)

10. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

11. **Property Matters**

To receive and consider the confidential report of the Town Clerk (to follow)

12. **Officer's Programme of Works** (Pages 59 - 60)

To receive and consider the report of the Town Clerk & Office Manager (enclosed)

**The Committee will adjourn for the meeting of the Personnel Sub-Committee**

13. **Staffing Matters**

To receive a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.



Town Clerk