

**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 23 September 2019**

**At 7.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillors:	L Ashbourne O Collins V Gwatkin	A D Harvey R Smith
Officers:	Nicky Cayley Adam Clapton Sharon Groth	Democratic Services Officer Office Manager Town Clerk
Others:	# members of the public.	

**F380    APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Bolger, Enright and Duncan.

**F381    DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

**F382    MINUTES**

- a)        **RESOLVED:**    to confirm the minutes of the meeting held on 15 July 2019 to be signed by the Chair.
- b)        **MATTERS ARISING:**    there were no matters arising from the minutes to be discussed at the meeting.

**F383    PUBLIC PARTICIPATION**

There were no members of the public present for this item.

**F384    GRANTS & SUBSIDISED LETTINGS**

Members received and considered the report of the Democratic Services Officer. It was noted that Witney Price CIC had predicted an income of £210 against the £181 cost of outing on the film night that it had requested £500 towards. Member therefore felt that a reasonable amount of funding would be £200.

**RECOMMENDED:**

1. that the report and the correspondence be noted;
2. that the following grants be made under the General Power of Competence:

Witney & District Museum	£500	towards a new computer
Witney & District Twinning	£260.00	£160 to cover the subsidised letting of the Corn Exchange and £100 for advertising and incidentals
Witney Pride Community Interest	£200	To cover the public liability insurance, a film licence and venue hire for a film night.

### F385 **PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the Town Clerk.

#### **RESOLVED:**

1. that the report be noted;
2. that the following schedule of payments be approved:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheque 101111&2, DDRs and Standing Orders (June 2019)	£58,985.77	General Cashbook 1
Cheques 32244-32275 and DDs (June 2019)	£66,175.64	Imprest Cashbook 2
Cheque 101113, DDRs and Standing Orders (July 2019)	£50,527.41	General Cashbook 1
Cheques 32276-32333 and DDs (July 2019)	£70,038.63	Imprest Cashbook 2
DDRs and Standing Orders (August 2019)	£7,066.89	General Cashbook 1
Cheques 32334-32359 and DDs (August 2019)	£57,689.34	Imprest Cashbook 2

3. that additional funds be moved from Barclays Bank General Account to the CCLA Deposit Fund – at the discretion of the Town Clerk;
4. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts.

### F386 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk as circulated at the meeting.

Members discussed the possibility of setting a budget for the Climate Working Party. As the Working Party might merge with the Nature and Wildlife Working Party to form a new sub committee subject to the meeting of Full Council on 9 October, members decided to leave the option of the level of budget for discussion at the same time.

**RECOMMENDED:**

1. that the report be noted;
2. that the recommendations with financial implications from the committees as detailed in the report of the Town Clerk be approved;
3. that the Town Clerk investigates the procurement of re conditioned tablets for Officers and Councillors in order to use ModernGov efficiently at meeting via the App;
4. that the Microsoft Office software be rented as per the quote;
5. that installation of wireless access points in order to get better coverage in the town hall and Council Chamber be accepted as per the quotation;
6. that the confidential debtors report be noted;
7. that the debts for Bingo and Firkins Bars should be written off;
8. that consideration of the implementation of an agreement with the Council's bar providers once a plan for the Corn Exchange has been agreed moving forward.
9. that consideration of a budget for the Climate Working Party be decided at Full Council on 9 October.

**F387 BUDGET PARAMETERS 2020/21**

The Committee received and considered the report of the Town Clerk. She advised that budget setting would take place in the next cycle of meetings so members were invited to consider any projects that they may wish to be funded in 2020/21.

She also advised that there was likely to be a 2% increase on payroll, although the unions had asked for 10%.

The precept had been left at a 2% increase for the past few years and whilst there was no official cap on town/parish councils, any raising the precept were being watched.

**RESOLVED:** that the report be noted.

**F388 MINUTES OF THE TWINNING COMMITTEE AGM**

The Committee received and considered the minutes of the Twinning Committee AGM as deferred from the Stronger Communities Committee on 16 September.

**RESOLVED:** that the minutes of the Twinning Committee AGM be noted.

F389 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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.

F390 **PROPERTY MATTERS**

This item is restricted.

F391 **OFFICER'S PROGRAMME OF WORKS**

This item is restricted.

**THE COUNCIL ADJOURNED FOR A MEETING OF THE PERSONNEL SUB COMMITTEE.**

***The Committee adjourned for a meeting of the Personnel Sub Committee.***

F392 **STAFFING MATTERS**

This item is restricted.

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The meeting closed at: 8.47 pm

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Chair