

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



Town Hall, Market Square
Witney, Oxon
OX28 6AG
Tel: 01993 704379
Fax: 01993 771893
E-mail: info@witney-tc.gov.uk
www.witney-tc.gov.uk

19 November 2019

To: Members of the Policy, Governance & Finance - R Bolger, L Ashbourne, O Collins, L Duncan, D Enright, V Gwatkin, 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, 25th November, 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) **prior to the meeting**, stating the reason for absence.

***Standing Order 30(a)(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.*

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 5 - 8)

a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 23 September 2019 (enclosed)

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of 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. **Officer's Work Programme** (Pages 9 - 10)

To note the above programme of works - enclosed.

6. **Payment of Accounts** (Pages 11 - 22)

To receive and consider the schedule of accounts paid and bank reconciliations – to follow.

7. **Grants and Subsidised Lettings** (Pages 23 - 24)

- a) To receive and consider the report of the Democratic Services Officer on current applications - enclosed;
- b) To receive and consider the report of the Town Clerk on the budget for grants and subsidised lettings for 2020/21 – to follow.

8. **Internal Audit - First Interim Report for 2019/20** (Pages 25 - 32)

To receive and consider the report of the independent Internal Auditor (enclosed)

9. **Financial Reports - Revised Budget 2019/20 and Proposed Budget 2020/21**

To receive and consider the following reports:

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21 (Town Clerk's report to follow)
- b) Schedule of proposed Burial Fees and Charges 2020/21 (to follow)
- c) Schedule of proposed Hall Hire Fees and Charges 2020/21 (to follow)
- d) Schedule of proposed Recreation Fees and Charges 2020/21 (to follow)
- e) Revised Capital & Special Revenue Projects Programme 2019/20 (to follow)
- f) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond to (to follow)

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. **Staffing Matters**

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

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



Town Clerk