

Witney Town Council

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6th May 2020

To: All members of the Witney Town Council

*You are hereby summonsed to attend the **Annual Council Meeting** to be held on **Wednesday, 13th May, 2020 at 7.00 pm** for the transaction of the business stated below.*

Please note: due to the current Covid-19 pandemic and in order to observe Government guidelines on social distancing, the Town Council will hold this meeting virtually via Zoom (<https://zoom.us/>) Meeting ID: "to be advised" in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations")

Members of the Public: Members of the public wishing to address the Council on an agenda item below must make the Town Clerk/Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Town Clerk/Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy

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. **ELECTION OF TOWN MAYOR FOR 2020/21**
2. **ELECTION OF DEPUTY MAYOR FOR 2020/21**
3. **ELECTION OF LEADER OF THE COUNCIL FOR 2020/21**
4. **ELECTION OF DEPUTY LEADER OF THE COUNCIL FOR 2020/21**
5. **APOLOGIES FOR ABSENCE & TO AGREE A BLANKET DISPENSATION ON ATTENDANCE FOR ALL COUNCILLORS**

To consider apologies and reasons for absence - Members who are unable to attend should notify the Democratic Services Officer prior to the meeting, stating the reason for absence.

To also agree - that in light of the current situation brought about by the COVID-19 pandemic - a blanket dispensation be approved to cover Members absences for the foreseeable future – this will cover those shielding and when/if holding virtual meetings Members who are unable to participate.

6. **DECLARATIONS OF INTEREST**

Members are reminded to declare any personal or prejudicial interests, and the nature of the interests they may have, in any of the items under consideration at this meeting, in accordance with the Town Council's code of conduct.

7. **TO RECEIVE AND CONSIDER THE PROPOSED REVISED COMMITTEE STRUCTURE** (Pages 3 - 8)

To receive and consider the report of the Town Clerk (enclosed) and the proposed new Committee Structure for the Municipal Year 20/21.

8. **UPDATE FROM THE TOWN CLERK**

To receive and consider the report of the Town Clerk (to follow) updating Members on the current Council business since the last meeting and in light of the current COVID-19 pandemic, and;

To agree the following recommendations from the Corn Exchange Working Party which met on 10 March 2020 [in order to commission these works during the closure of the Corn Exchange to the public and therefore limit disruption when business is able to return to "normal"]:

- a) that the quotation from Rumbi be accepted for the rebranding and creation of a website – and funded from unspent budgets as identified to the Working Party;
- b) that the quotation from Buildrite to design, create and install a bespoke bar in the lobby of the Corn Exchange be accepted,
- c) that the hire terms of the Cool Bean Coffee Company be accepted,
- d) that the quotations for associated kitchen equipment for the café/bar area be accepted,
- e) that quotes are sought for the associated infrastructure works, such as plumbing and electricity before contractors are commissioned → *and delegated to the Town Clerk for decision in line with policy and financial regulations.*
- f) that the café/bar be known as '1863' at the Corn Exchange.

It should be noted that quotations have been sought in line with the Council's Financial Regulations and are to be funded from unspent budgets as identified by the Officers as well as S106 funding designated for the improvements to the Corn Exchange.



Town Clerk